SHERIFF'S PREFACE
These policies have been developed with input from many excellent resources. While many of these policies reflect state and federal laws and court opinions, many other policies have been formulated based upon progress and successful leadership.

The Snohomish County Sheriff's Office is proud to be directly connected to the citizens of our county. “Community First, Public Safety Always” is our motto and these policies guide our success by employing best practices.

Your job, your future, and in many instances your family's future and security depends upon your awareness and compliance with these policies, rules, and procedures. The policies are designed to provide you with guidance in fulfilling your responsibilities on a daily basis. The rules and procedures are designed to provide consistency in how all of us perform specific responsibilities.

We are proud of our history and professional service. Our values, Dignity, Integrity, Commitment and Pride are the values that govern our profession. These policies provide us with guidance. Your conduct is not only a reflection of you, it's a reflection of our agency.

Sheriff Ty Trenary
LAW ENFORCEMENT CODE OF ETHICS
As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my agency. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.
MISSION STATEMENT, VISION AND VALUES
MISSION STATEMENT:

Our Mission is to provide safe communities through dedicated and professional services.

VISION STATEMENT:

It is our promise that Snohomish County will have a Sheriff's Office that is community-minded, progressive and professional.

STATEMENT OF VALUES:

A) INTEGRITY: We adopt an uncompromising approach to the highest ethical standards, being honest, truthful, and worthy of trust.

B) COMMITMENT: We are dedicated to the Office's Mission, to the development and support of employees and to the highest standards of professional conduct.

C) DIGNITY: We believe in the importance of treating others with respect and in conducting ourselves in a manner which inspires respect.

D) PRIDE: We believe in who we are, what we do, and working hard to do the job right.

MOTTO:

Community First, Public Safety Always
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Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
The purpose of this policy is to affirm the authority of the members of the Snohomish County Sheriff's Office to perform their functions based on established legal authority.

100.2 PEACE OFFICER POWERS
Sworn members of this Office shall be considered peace officers as defined by RCW 9A.04.110(13) and RCW 9A.04.110(15). The authority of any such peace officer to make an arrest without a warrant is enumerated in RCW 10.31.100, and includes:

(a) When the peace officer has probable cause to believe that a person has committed or is committing a felony shall have the authority to arrest the person without a warrant.

(b) A peace officer may arrest a person without a warrant for committing a misdemeanor or gross misdemeanor only when the offense is committed in the presence of an officer, except as provided in RCW 10.31.100, subsections (1) through (11).

Sworn members of this office have the authority to take a person into custody once it has been confirmed there is a valid warrant for that persons arrest.

Based on the totality of the circumstances it may be necessary and reasonable to detain a person prior to warrant confirmation.

100.3 CONSTITUTIONAL REQUIREMENTS
All employees shall observe and comply with every person's clearly established rights under the United States and Washington Constitutions.

100.4 POLICY
It is the policy of the Snohomish County Sheriff's Office to limit its members to only exercise the authority granted to them by law.

While this office recognizes the power of peace officers to make arrests and take other enforcement action, deputies are encouraged to use sound discretion in the enforcement of the law. This office does not tolerate abuse of law enforcement authority.
Law Enforcement Certification

102.1 PURPOSE AND SCOPE
The Criminal Justice Training Commission (CJTC) has determined that all sworn deputies employed within the State of Washington shall receive certification by CJTC within prescribed time periods as set in RCW 43.101.095(1) and 43.101.200(1). All full-time, sworn members, shall complete a basic law enforcement academy prior to assuming uniformed law enforcement duties and they shall begin attending the academy within six months of their hire date. Corrections personnel employed on or after January 1, 1982 shall meet training requirements set by the commission as defined in RCW 43.101.220.
Oath of Office

104.1 PURPOSE AND SCOPE
The Office of Snohomish County Sheriff is established pursuant to the Constitution and laws of the State of Washington and the Charter of Snohomish County. All authority granted to the Sheriff and his deputies shall be in accordance with:

(a) the Constitution and laws of the United States;
(b) the Constitution and laws of the State of Washington; and
(c) the Snohomish County Charter and Code.

104.1.1 OATH OF OFFICE
All persons hired by the Snohomish County Sheriff's Office shall be commissioned as sworn sheriff's deputies, or sworn support staff prior to being assigned to carry out law enforcement duties. Prior to such commissioning, employees will be required to take an oath of office to uphold the Constitution of the United States and the laws of the State of Washington, and to perform the duties of the Snohomish County Sheriff's Office. This oath will be taken before the Sheriff or the Sheriff's designee.

104.2 JURISDICTION
Commissioned employees shall be empowered to carry out the duties and responsibilities of their Office within the geographical boundaries of Snohomish County and/or in accordance with Washington State law.

104.2.1 MUTUAL AID AGREEMENTS
All commissioned personnel are empowered to exercise authority as set forth in any mutual aid agreements established by the Office as consistent with the Peace Officer Powers Act of 1985 (RCW 10.96.070) as now written or hereafter amended.

104.3 AUTHORITY UNDER PEACE OFFICER POWERS ACT
As a general authority law enforcement agency, the Snohomish County Sheriff's Office is legally authorized to commission deputies to enforce county ordinances and state law. In addition, the Peace Officers Act of 1985 extends the authority of fully commissioned personnel to enforce state law throughout State of Washington under specific conditions. It should be noted that nothing in the act requires action by a commissioned police officer.

The following restrictions and requirements established the conditions under which Snohomish County Sheriff's deputies may exercise authority described in the Peace Officer Powers Act of 1985 (RCW 10.93.070) as now written or hereafter amended.
104.3.1 CONDITIONS OF EXTRA JURISDICTIONAL AUTHORITY

(a) Snohomish County Sheriff's deputy may exercise law enforcement and peace officer authority including the enforcement of the traffic and criminal laws of the State outside the jurisdiction of Snohomish County:

(b) When responding to an emergency involving immediate threat to human life or threat of serious injury or serious threat to property.

(c) When in response to the request of a peace officer with enforcement authority.

(d) When upon approval of the Snohomish County Sheriff and prior consent of the sheriff or police chief who has primary jurisdiction.

(e) When at the direction of the Sheriff or his designee in response to a request under a Mutual Aid Agreement.

(f) When engaged in transport of a prisoner.

(g) When in fresh pursuit, as defined in RCW 10.93.120 as now written or hereafter amended.

(h) When executing a warrant.

(i) The circumstances surrounding the exercise of extra-jurisdictional authority shall be reported to the authority having primary jurisdiction and the employee's supervisor as soon as possible.

(j) An exception to the reporting requirement shall be granted in situations where prior agreements exist; e.g., D.A.R.E., Narcotics Task Force, etc.

(k) All privileges and immunities from liabilities, exemption from laws, ordinances and rules, all pension relief, disability coverage workers compensation insurance and other benefits which apply to the activity of Snohomish County Sheriff's deputies operating within Snohomish County will apply while performing authorized functions.

104.4 SUPERVISION OF PERSONNEL

Deputies exercising authority under the above conditions outside of the jurisdiction of Snohomish County will be subject to the supervisory control and direction of the Snohomish County Sheriff's Office except when such supervision may be temporarily delegated to another agency or entity; e.g., a task force or special joint operation.
Policy Manual

106.1 PURPOSE AND SCOPE

PURPOSE:

(a) The manual of the Snohomish County Sheriff's Office is hereby established and shall be referred to as "The Policy Manual." The Policy Manual is a statement of the current policies, procedures, rules, and guidelines of this office. All employees are to conform to the provisions of this manual. All prior and existing manuals, orders, and regulations which are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of this manual. It is comprised of Office policy and those procedures which affect two or more Divisions of the Office.

(b) Except where otherwise expressly stated, the provisions of this Manual shall be considered as guidelines. It is recognized, however, that law enforcement work is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably available at the time of any incident.

(c) Policies and procedures in this manual are intentionally written in either positive or negative language to achieve consistency in specific cases. Situations that arise wherein guidelines have not been established will require judgments predicated upon the circumstances and commensurate with authority and responsibility. The profession of policing or corrections is dynamic in nature. Due consideration is given to the office staff member when exercising independent judgment in his handling of unique situations and circumstances. Therefore, omissions are not to be construed as either permissive or prohibitive.

(d) Titles in the Manual shall not govern, limit, modify, or affect the scope, meaning, or intent of any Volume, Chapter, Section, or Subsection of the Manual.

(e) Office employees shall also be governed by all applicable federal, state, and county laws and ordinances when conducting their duties and when acting under color of authority of their office.

SCOPE:

(a) This manual is an official publication of the Snohomish County Sheriff's Office. It is issued with the authority of the Sheriff and contains the policies and procedures of the Office. This manual is titled "Manual of Policy and Procedures," hereinafter referred to as the "Office Manual."
(b) The Office Manual is established to assist and direct all Sheriff's Office personnel in carrying out their duties and responsibilities. Violations of any of these policies or procedures may be grounds for disciplinary action.

(c) The Office Manual is prepared and distributed by the Planning and Research Unit. The Office Manual shall be kept in electronic form. The Planning and Research Unit shall keep all signed paper originals of all changes, approved by the Sheriff, to the Office Manual.

(d) The Office Manual does not restrict or affect the existence of individual Standard Operating Procedures, Division or Unit Manuals, with the exception that Standard Operating Procedures, Division and Unit Manuals shall not be in conflict with the Office Manual. To avoid conflict with existing policy and procedure, the development of any Standard Operating Procedure, Division or Unit Manual will be coordinated with the Planning and Research Unit who will then retain the signed original approved by the Sheriff of all Standard Operating Procedures, Division and Unit Manuals. If any conflict is found to exist, the Manual of Policies and Procedures shall supersede any other Standard Operating Procedure, Division or Unit Manual. As with the Manual of Policies and Procedures, Standard Operating Procedures, Division and Unit Manuals are issued with the authority of the Sheriff.

106.2 RESPONSIBILITIES
The ultimate responsibility for the contents of the manual rests with the Sheriff. Since it is not practical for the Sheriff to prepare and maintain the manual, the following delegations have been made:

106.2.1 SHERIFF
The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders which shall modify those provisions of the manual to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

106.2.2 STAFF
Staff shall consist of the following:

- Sheriff
- Undersheriff
- The Bureau Chief from each bureau

The staff shall review all recommendations regarding proposed changes to the manual at staff meetings.
106.2.3 OTHER PERSONNEL
All office employees suggesting revision of the contents of the Policy Manual shall forward their suggestion, in writing, to their Bureau Commander, via their chain of command, who will consider the recommendation and forward to staff.

106.3 GRAMMATICAL CONSTRUCTION OF THE MANUAL:
The content of the Manual shall be interpreted in accordance with the grammatical rules and definitions outlined as follows:

- The present tense shall also include the past and future.
- The masculine gender, if used, shall also include the feminine.
- The singular also includes the plural.
- "Shall" or "will" is mandatory, "may" is permissive.
- References to "employees," "members," and "personnel" include all personnel of this Office, both sworn and non-sworn.
- Office shall mean the Snohomish County Sheriff's Office.
- Commissioned Employee(s) -- A person fully commissioned in the Snohomish County Sheriff's Office.
- On Duty -- Any person in the service of the Sheriff's Office during hours and days assigned to him for active duty and until relieved from duty; or any member while recognizable to the public as a deputy sheriff.
- Off Duty -- Any person in the service of the Sheriff's Office, not in uniform, during the hours and days not assigned as "on duty."

106.3.1 ACCEPTABLE ABBREVIATIONS
The following abbreviations are acceptable substitutions in the manual:

- General Orders may be abbreviated as "GO".
- Policy Manual sections may be abbreviated as "Section 106.X" or "§ 106.X".

106.3.2 DEFINITIONS
The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

**Adult** - Shall mean any person 18 years of age or older.

**County** - Shall mean the County of Snohomish.

**Civilian** - Employees and volunteers who are not commissioned or sworn peace officers.

**CJTC** - Shall refer to the Criminal Justice Training Commission.
Correctional Personnel - shall mean any employee or volunteer who by state, county, municipal, or combination thereof, statute has the responsibility for the confinement, care, management, training, treatment, education, supervision, or counseling of those individuals whose civil rights have been limited in some way by legal sanction (RCW 43.101.010).

Department /SCSO - Shall mean the Snohomish County Sheriff's Office.

Deputy - Applies to those employees, regardless of rank, who are commissioned law enforcement employees of the Office.

DOL - Shall mean the Department of Licensing.

Employee/Personnel - Shall apply to any person employed by the Office.

Juvenile - Shall mean any person under the age of 18 years.

Law Enforcement personnel - Shall mean any public employee or volunteer having as a primary function the enforcement of criminal laws in general or any employee or volunteer of, or any individual commissioned by, any municipal, county, state, or combination thereof, agency having as its primary function the enforcement of criminal laws in general as distinguished from an agency possessing peace officer powers, the primary function of which is the implementation of specialized subject matter areas (RCW 43.101.010).


May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Sheriff's Office including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary Deputies
- Civilian employees
- Volunteers
- Marshals

Off Duty - Not in service, Employee status not engaged in the performance of his/her assigned or law enforcement duties.

On-Duty - Employee status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - An instruction either written or verbal issued by a superior.

Rank - Shall mean the title of the classification held by a deputy.

RCW - Shall mean the Revised Code of Washington.

Shall (or will) - Indicates a mandatory action.
DISTRIBUTION OF MANUAL
A computerized version of the Policy Manual will be made available for access by all employees. The computerized version will be limited to viewing and printing of specific sections. No changes shall be made to the electronic version without authorization from Staff. Printed copies can be provided to employee unions and management teams upon request.

POLICY MANUAL ACCEPTANCE
It shall be the responsibility of every employee to read this manual and have a working knowledge of all policies, procedures, and regulations contained in the manual.

- In places this manual refers employees to the U.S. Constitution and federal law, the Washington State Constitution and state law, as well as Snohomish County Charter and Code are applicable.
- It is recognized that new legislation and case law affects Sheriff's Office procedures regarding detention, arrest and search & seizure. Sheriff's Office personnel shall receive periodic training and legal updates regarding new criminal legislation or case law.
- It is also the responsibility of each individual Deputy to ensure that they stay abreast of current case law and new legislation whether published by this office or any other official government agency.

Each member is required to sign a Statement of Receipt acknowledging that they have received a copy of the Policy Manual and understand they are responsible to read and become familiar with its contents.

Employees of the Office shall be subject to disciplinary action in accordance with the provisions of this manual and for violations of the rules and regulations set forth herein.

REVISIONS TO POLICIES
All employees are responsible for keeping abreast of all Policy Manual revisions.

OFFICE POLICY CHANGES:

(a) In order that the Manual be as efficient and up-to-date as possible, it is the responsibility of all Office employees to report changes in existing policy and procedures to the Planning and Research Unit.
Suggestions for additions and revisions shall be submitted in writing via the chain of command to the Office of the Undersheriff.

The Undersheriff may then assign suggested additions and revisions to various staff members for development into policy. The Planning and Research Unit shall assist in developing the policy into a Manual revision.

Manual revisions in draft form shall be routed from the Planning and Research Unit to the Sheriff via the chain of command, allowing input from affected divisions. The final edited Manual revision shall then be provided to the Sheriff for approval.

The Planning and Research Unit shall update the electronic Manual, residing on the County Computer Network, once the Sheriff approves Manual Revisions.

Unless otherwise directed by the Sheriff, Manual revisions shall be effective within 15 days of the date the revision is approved by the Sheriff. The following bargaining units shall be provided a copy of the new policy prior to the effective date as specified in the current labor agreement. Deputy Sheriff's Association, Sheriff's Office Management Team, Corrections Guild Public, Professional and Office-Clerical Employees and Drivers- Local Union #763 Representing: Law Enforcement, Support Services Personnel, Department of Corrections Captain and Sergeants, Corrections Support Services, and Corrections Support Supervisors.

Policy and procedure revisions or additions to the Office Manual are promulgated in the form of Manual revisions. These Manual revisions become an integral part of the Office Manual and will be incorporated into it. Manual revisions are written, processed, published, and distributed by the Planning and Research Unit and shall be valid until notification of cancellation. Manual revisions will include instructions outlining the inclusion of the information into the Office Manual.

Upon notification from a Unit Commander or higher level management that a Manual revision is required, the Planning and Research Unit shall research the subject, assign a General Order Number and Section or Subsection number, and prepare the proposed written format for the revision, which may be based upon a draft or outline from the requester. If the procedure is complex and/or involves Units other than the requesting Unit, the Planning and Research Unit shall informally route the proposal to these Units for sample text, review, and comments to ensure accuracy, appropriateness and procedural facilitation. A second informal routing shall be conducted if substantive changes were requested during the first informal routing. If the proposal meets their approval, it will then be forwarded to the command staff for review. If approved by the command staff, it will be returned to the Planning and Research Unit who will make noted changes. It will then be forwarded to the Sheriff for his/her signature.

Each unit commander/manager will ensure that employees under his/her command are made aware of any Policy Manual revisions in a timely manner.
(a) Notification of revision to the manual will be distributed through electronic voting originated in an 'all-hands' or similar distribution email. Office members receiving the email shall respond to the notification within the prescribed time period. Copies of manual revisions will be forwarded as required by labor contracts.

(b) Office staff members will be responsible for updating the appropriate changes to their personal copy of the Manual of Policies and Procedures.

106.5 MANUAL ISSUE AND SECURITY

ISSUE:

(a) Every employee shall be aware that the official electronic Office Manual resides on the County Computer Network. Every new employee shall be required to read the Office Manual within thirty days of start of employment.

(b) New employees that will be attending a training academy will be issued an current electronic copy of the Office Manual. Academy recruits will familiarize themselves with the manual during the course of their training. At the completion of the training academy, the employee will be expected to demonstrate understanding and a working knowledge of the manual.

106.6 OTHER WRITTEN DIRECTIVES

The Office Manual is the central repository of policies and procedures for the Snohomish County Sheriff's Office. However, there are other components as well which fill special functions. Each of these directives is issued with the authority of the Sheriff or a designee. Office personnel are expected to comply with all applicable policies, procedures, rules, regulations or orders contained therein. These are:

- GENERAL ORDERS: General Orders are directives which apply throughout the Office and which represent a change or addition to the policies and procedures Manual that will be incorporated into the Manual when it is revised (for example, change in policy on uniforms).
- SPECIAL ORDERS: Special Orders are directives which are in effect only for a limited time or only in the context of a special situation or occurrence (for example, change in shifts for coverage of a winter storm emergency).
- PERSONNEL ORDERS: Personnel Orders are directives which apply only to the individual or group within the Office (for example, transfer of individual to a new assignment).
- TRAINING BULLETINS: Training Bulletins are periodically issued to personnel as a means of updating personnel on legal changes or technical information and as a means of supplementing or reinforcing the office's training efforts (for example, legal change in law on domestic violence or new information on CAPSTUN usage).
Policy Manual

- SPECIAL UNIT MANUALS: These are sets of directives which are applicable only to a particular unit or function (for example, procedures for Search and Rescue, ERT, or K-9).

- STANDARD OPERATING PROCEDURE -- "SOP:" Procedure which is task or function specific and may be applicable to particular personnel.

106.7 ISSUING THE POLICY MANUAL
An electronic version of the Policy Manual will be made available to all members on the county network for viewing and printing. No changes shall be made to the manual without authorization from the Sheriff or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

106.8 PERIODIC REVIEW OF THE POLICY MANUAL
The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.9 REVISIONS TO POLICIES
All revisions to the Policy Manual will be provided to each member before the date the policy becomes effective as per the current labor agreement. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions after being notified of the update.

Each Bureau Chief will ensure that members under his/her command are aware of any Policy Manual revision.

All office members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their supervisor, who will consider the recommendations and forward them through the chain of command to the command staff as appropriate.
Chapter 2 - Organization and Administration
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE
The organizational structure of this office is designed to create an efficient means to accomplish our mission and goals and to provide for the best possible service to the public. The purpose of the Snohomish County Sheriff's Office is the protection of life and property through the enforcement of State and County laws and ordinances, as well as the confinement of those individuals that violate the same.

200.2 BUREAUS
The Sheriff is responsible for administering and managing the Snohomish County Sheriff's Office. There are four bureaus in the Sheriff's Office as follows:

- Administrative Services Bureau
- Operations Bureau
- Staff Services Bureau
- Corrections Bureau

200.2.1 ADMINISTRATIVE SERVICES BUREAU
The Administrative Services Bureau is commanded by a Bureau Chief whose primary responsibility is to provide general management direction and control for the Administrative Services Bureau. The Administrative Services Bureau consists of units listed in the current organizational chart.

200.2.2 OPERATIONS BUREAU
The Operations Bureau is commanded by a Bureau Chief whose primary responsibility is to provide general management direction and control for the Operations Bureau. The Operations Bureau consists of units listed in the current organizational chart.

200.2.3 STAFF SERVICES BUREAU
The Staff Services Bureau is commanded by a Bureau Chief whose primary responsibility is to provide general management direction and control for the Staff Services Bureau. The Staff Services Bureau consists of units listed in the current organizational chart.

200.2.4 CORRECTIONS BUREAU
The Corrections Bureau is commanded by a Bureau Chief whose primary responsibility is to provide general management, direction and control for the Corrections Bureau. The Corrections Bureau consists of units listed in the current organizational chart.
Organizational Structure and Responsibility

200.3 COMMAND PROTOCOL
When a member of the command staff (Sheriff, Undersheriff or Bureau Chief) is unavailable they will designate a member of the agency as being responsible for the performance of their duties in their absence. The written designation of responsibilities will denote the date and time of the assigned duties.
General Order

204.1 PURPOSE AND SCOPE
General Orders establish an interoffice communication that may be used by the Sheriff to make immediate changes to policy and procedure consistent with current labor agreements.

204.1.1 GENERAL ORDER PROTOCOL
General Orders will be incorporated into the manual as required upon approval of Staff. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing General Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any General Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year, followed by the number "01" For example, 08-01 signifies the first General Order for the year 2008.

204.2 RESPONSIBILITIES

204.2.1 STAFF
The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by a General Order.

204.2.2 SHERIFF
The Sheriff shall issue all General Orders.
Electronic Mail

212.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of electronic mail (e-mail) by employees of this office. E-mail is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with generally accepted business practices, Snohomish County Information Systems Communication System Usage Policy and current law (e.g., Washington Public Disclosure Act). Messages transmitted over the e-mail system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of the Office.

212.2 E-MAIL RIGHT OF PRIVACY
All e-mail messages transmitted over the computer network are considered Snohomish County Information Services records and, therefore, are the property of Snohomish County. Snohomish County reserves the right to access, audit, and disclose for whatever reason, all messages transmitted over its e-mail system or placed into its storage.

The e-mail system is not a confidential system since all communications transmitted on the system are the property of Snohomish County. The e-mail system is not appropriate for confidential non-county communications. If a communication must be private, an alternative method to communicate the message should be used instead of e-mail. Employees using the Office e-mail system shall have no expectation of privacy concerning communications in the system.

212.3 PROHIBITED USE OF E-MAIL
Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the e-mail system is prohibited and will not be tolerated.

E-mail messages addressed to the entire office are only to be used for official business related items that are of particular interest to all users and must be approved by the Sheriff or a Bureau Commander. Personal advertisements are not acceptable.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network or lock the terminal when their computer/workstation is unattended. This added security measure will help prevent the misuse of an individual's e-mail, name and/or password by others.

212.4 MANAGEMENT OF E-MAIL
Because the e-mail system is not designed for long-term retention of messages, e-mail that the employee desires to save or that is part of an official public record should be printed or stored in an electronic document management system. Users of e-mail are solely responsible for the management of their local mailboxes. All messages maintained in a local mailbox that are not
Electronic Mail

public records, or are duplicates of the master record should be deleted monthly by the e-mail recipient unless necessary for on-going business of the office.

E-mail messages are public records when they are created or received in the transaction of public business and retained as evidence of official policies, actions, decisions or transactions. E-mail messages should be managed by their category in compliance with the current Records Management Guidelines and General Records Retention Schedules (Schedule Number L08 "Electronic Mail"). The Local Government General Records Retention Schedule (LGGRS) is the controlling schedule for records retention and management (RCW Chapter 40.14).
Administrative Communications

214.1 PURPOSE AND SCOPE
Administrative communications of this office are governed by the following policies.

214.2 PERSONNEL ORDER
Personnel Order may be issued periodically by the Sheriff to announce and document all promotions, transfers, hiring of new personnel, separations, personnel and group commendations, or other changes in status.

214.3 CORRESPONDENCE
In order to ensure that the letterhead and name of the Office are not misused, all external correspondence shall be on office letterhead. All office letterhead shall bear the signature element of the Sheriff. Personnel should use office letterhead only for official business and with approval of their supervisor.

214.4 SURVEYS
All surveys made in the name of the Office shall be authorized by the Sheriff or a Bureau Commander.
Staffing Levels

216.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that proper supervision is available for all shifts. The Office intends to balance the employee's needs against the need to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Office.
Concealed Pistol License

218.1 PURPOSE AND SCOPE
The Sheriff is given the statutory responsibility to issue, monitor, and revoke a license to carry a concealed pistol to residents within the community (RCW 9.41.070). This policy will provide a written process for the application, issuance, and revocation of such licenses.

218.2 QUALIFIED APPLICANTS
All applicants for a concealed pistol license shall qualify to receive such a license unless the applicant is ineligible for a license or to possess a pistol under any of the following conditions (RCW 9.41.070):

(a) The applicant is ineligible or is prohibited to possess a firearm under the provisions of RCW 9.41.040, RCW 9.41.045 or federal law.
(b) The applicant’s concealed pistol license is in a revoked status.
(c) The applicant is under twenty-one years of age.
(d) The applicant is subject to a court order or injunction regarding firearms.
(e) The applicant is free on bond or personal recognizance pending trial, appeal, or sentencing for a felony offense.
(f) The applicant has an outstanding warrant for his/her arrest from any court of competent jurisdiction for a felony or misdemeanor.
(g) The applicant has been ordered to forfeit a firearm under RCW 9.41.098(1)(e) within one year before filing an application to carry a pistol concealed on his/her person.
(h) The applicant has been convicted of a felony or is otherwise restricted from possessing a firearm unless the person has been granted relief from disabilities by the United States Attorney General under 18 USC § 925(c), or RCW 9.41.040(3) or (4) applies.

Non-immigrant aliens are not eligible for concealed pistol licenses. However, they may be eligible for an alien firearm license for the purposes of hunting and sport shooting, subject to certain eligibility requirements. Any non-immigrant alien who wishes to obtain an alien firearm license should be directed to apply to the sheriff in the county in which he/she resides (RCW 9.41.173).

218.3 APPLICATION PROCESS AND RENEWAL
The Sheriff has thirty days after the filing of an application of any person to issue a license to carry a concealed pistol. If the applicant does not have a valid permanent Washington driver license or identification card or has not been a resident of the state for the previous consecutive 90 days, the Sheriff has 60 days to issue a license. The Sheriff must accept completed applications for concealed pistol licenses during regular business hours (RCW 9.41.070).
The Sheriff is required to check with the National Instant Criminal Background Check System (NICS), the Washington State Patrol electronic data base, the Department of Social and Health Services electronic data base, and with other agencies or resources as appropriate, to determine whether the applicant is ineligible under RCW 9.41.040 or RCW 9.41.045, or is prohibited under federal law to possess a firearm and therefore ineligible for a concealed pistol license. This subsection applies for a new concealed pistol license or to renew a concealed pistol license.

The license application shall bear the full name, residential address, telephone number at the option of the applicant, date and place of birth, race, gender, physical description, not more than two complete sets of fingerprints, and signature of the licensee, and the licensee’s driver’s license number or state identification card number if used for identification in applying for the license. A signed application for a concealed pistol license shall constitute a waiver of confidentiality and written request that the Department of Social and Health Services, mental health institutions, and other health care facilities release information relevant to the applicant’s eligibility for a concealed pistol license to an inquiring court or law enforcement agency.

If the applicant is not a United States citizen, the applicant must provide his/her country of citizenship, United States issued alien number or admission number, and the basis for any exemptions from federal prohibitions on firearm possession by aliens. The applicant shall not be required to produce a birth certificate or other evidence of citizenship. A person who is not a citizen of the United States shall meet the additional requirements of RCW 9.41.173 and provide proof of compliance (RCW 9.41.070).

The application for an original license shall include two complete sets of fingerprints to be forwarded to the Washington State Patrol (RCW 9.41.070 (4)).

218.3.1 REQUIRED WARNINGS
The license and application shall contain a warning substantially as follows:

“CAUTION: Although state and local laws do not differ, federal law and state law on the possession of firearms differ. If you are prohibited by federal law from possessing a firearm, you may be prosecuted in federal court. A state license is not a defense to a federal prosecution.”

The license shall contain a description of the major differences between state and federal law and an explanation of the fact that local laws and ordinances on firearms are preempted by state law and must be consistent with state law (RCW 9.41.070). The application shall contain questions about the applicant’s eligibility under RCW 9.41.040 to possess a pistol, the applicant’s place of birth, and whether the applicant is a United States citizen.

218.3.2 DOCUMENTATION AND FEES
The Sheriff shall deliver the original license to the licensee, within seven days send the duplicate to the Director of Licensing, and shall preserve the triplicate or other form prescribed by the Department of Licensing for six years after the license has expired, been voided or revoked, or as otherwise provided in the office established records retention schedule (RCW 9.41.070(4)).
Concealed Pistol License

The nonrefundable fee for the original five-year license must be paid upon application. Additional charges imposed by the Federal Bureau of Investigation are payable by the applicant. No other state or local branch or unit of government may impose any additional charges on the applicant for the issuance of the license.

A nonrefundable fee for the renewal of such license, or the replacement of lost or damaged licenses is required of the licensee. No other branch or unit of government may impose any additional charges on the licensee for the renewal of the license.

Payment shall be by cash, check, or money order at the option of the applicant. Additional methods of payment may be allowed at the option of the Sheriff.

218.4 LICENSE RENEWAL
A licensee may renew a license if the licensee applies for renewal within 90 days before or after the expiration date of the license. A license so renewed shall take effect on the expiration date of the prior license. A licensee renewing after the expiration date of the license must pay a late renewal penalty in addition to the renewal fee (RCW 9.41.070(9)).

An active duty member of the armed forces who is unable to renew his/her license within the prescribed time period because of assignment, reassignment or deployment for out-of-state military service may renew his/her license within 90 days after returning to Washington State. Verification for this CPL renewal exception is subject to the requirements of RCW 9.41.070(14).

218.5 TEMPORARY EMERGENCY LICENSE
The Sheriff may issue a temporary emergency license for good cause to an applicant who resides within his/her jurisdiction pending review. However, a temporary emergency license issued under this subsection shall not exempt the holder of the license from any records check requirement. The Sheriff shall assure temporary emergency licenses are easily distinguishable from regular licenses (RCW 9.41.070).

218.6 REVOCATION OF LICENSES
The Sheriff shall revoke any license issued pursuant to this policy immediately upon (RCW 9.41.075(1)):

(a) Discovery that the person was ineligible under RCW 9.41.070 for a concealed pistol license when applying for the license or license renewal.

(b) Conviction of the licensee of an offense, or commitment of the licensee for mental health treatment, that makes a person ineligible under RCW 9.41.040 to possess a firearm.

(c) Conviction of the licensee for a third violation of RCW Chapter 9.41 within five calendar years.

(d) An order that the licensee forfeit a firearm under RCW 9.41.098(1)(d).
Concealed Pistol License

(e) Upon notification from the Department of Licensing that the licensee has lost his/her right to possess a firearm as identified in RCW 9.41.047.

218.6.1 INELIGIBILITY
Upon discovering a person issued a concealed pistol license was ineligible for the license, the Sheriff shall contact the Department of Licensing to determine whether the person purchased a pistol while in possession of the license. If the person did purchase a pistol while in possession of the concealed pistol license, and if the person may not lawfully possess a pistol without a concealed pistol license, the Sheriff shall require the person to present satisfactory evidence of having lawfully transferred ownership of the pistol. The Sheriff shall require the person to produce the evidence within fifteen days of the revocation of the license (RCW 9.41.075(2)).

218.6.2 FIREARM FORFEITURE
When a licensee is ordered to forfeit a firearm under RCW 9.41.098(1)(d), the Sheriff shall (RCW 9.41.075(3)):

(a) On the first forfeiture, revoke the license for one year.
(b) On the second forfeiture, revoke the license for two years.
(c) On the third or subsequent forfeiture, revoke the license for five years.

Any person whose license is revoked as a result of a forfeiture of a firearm under RCW 9.41.098(1)(d) may not reapply for a new license until the end of the revocation period.

The Sheriff shall notify the Department of Licensing in writing of the revocation of a license.

218.7 RECIPROCITY
The Sheriff will recognize the validity of a concealed pistol license issued from another state if the laws of that state recognize and give effect to a concealed pistol license issued under the laws of the State of Washington (RCW 9.41.073). A nonresident so licensed is authorized to carry a concealed pistol in this state if:

(a) The licensing state does not issue concealed pistol licenses to persons under twenty-one years of age, and
(b) The licensing state requires mandatory fingerprint-based background checks of criminal and mental health history for all persons who apply for a concealed pistol license, and
(c) The Sheriff will honor such a license only while the license holder is not a resident of this state. A license holder from another state must carry the handgun in compliance with the laws of this state.
218.8 RESIDENCY
The Sheriff may issue a license to an applicant if the applicant resides within this County. The Sheriff may issue a license to nonresident of the state in accordance with these procedures and state law.

218.9 CONFIDENTIAL RECORDS
Mental health information received by the Sheriff pursuant to RCW 9.41.047, RCW 9.41.070, RCW 9.41.090 or RCW 9.41.173 is exempt from disclosure except as provided in RCW 42.56.240 (RCW 9.41.097). Disclosure of information otherwise obtained in the licensing process shall be limited as defined by RCW 42.56.
Retiree Concealed Firearms

220.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Snohomish County Sheriff's Office identification cards under the Law Enforcement Officers’ Safety Act (LEOSA) (18 USC § 926 (C). It also provides guidelines for Retirees who request a Certificate of Qualification under LEOSA.

220.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to provide the following items to qualified law enforcement personnel:

a. Identification card to a former or retired Law Enforcement Deputy (deputy) as provided in this policy
b. Provide a Certificate of Qualification to a former or retired deputy as provided in this policy
c. Provide a Certificate of Qualification to law enforcement officers who have retired from another qualifying agency who maintain a residence in Snohomish County

220.3 LEOSA
The Sheriff may issue a Certificate of Qualification for LEOSA purposes to any qualified former deputy of this office or any qualified law enforcement officer from another agency who maintains a residence in Snohomish County and meets the requirements set in 18 USC § 926 (C).

(a) Separated from service in good standing from this office as a deputy.
(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this office.
(c) Has not been disqualified for reasons related to mental health.
(d) Has not entered into an agreement with this office where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
(e) Is not prohibited by federal law from receiving or possessing a firearm.

220.3.1 AUTHORIZATION
Any qualified former law enforcement officer, including a former Law enforcement Deputy of this office, may carry a concealed firearm under 18 USC § 926 (C) when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer who had statutory powers of arrest, and one of the following:
Retiree Concealed Firearms

i. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

ii. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance while in possession of a concealed firearm.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Washington law or by a private person or entity on his/her property if such prohibition is permitted by Federal or Washington law.

220.3.2 LEOSA CERTIFICATE OF QUALIFICATION CARD FORMAT
The LEOSA Certificate of Qualification card should contain:

a. A current photograph of the retired Law Enforcement Deputy or Officer
b. Legal name
c. Physicals (height, weight, eye color, hair color)
d. Previous Law enforcement agency name
e. Type of firearm (make, model and caliber)
f. Certificate of issuing agency
g. Certificate Expiration date.

220.4 RETIRED IDENTIFICATION CARD
The Sheriff may issue an identification card to a retired Law Enforcement Deputy of this office for the purpose of carrying a concealed weapon within the State of Washington under RCW 9.41.060 who:

a. Has retired from this Office
b. Did not retire because of a mental or stress-related disability
c. Has not been convicted or found not guilty by reason of insanity of a crime making him/her ineligible for a concealed pistol license
Retired identification cards do not expire. Retired deputies who only carry a concealed handgun in the State of Washington are not required to qualify annually. The Retired Deputy identification will contain the following:

- a. Current photograph of the retired deputy
- b. Legal name
- c. Physicals (height, weight, eye color, and hair color)
- d. Date of separation
- e. Rank at time of separation

220.5 FIREARM QUALIFICATIONS
The Rangemaster may provide former deputies from this office and other qualified retired officers who live in Snohomish County the opportunity to qualify annually. Written evidence of the qualification and the firearms used will be provided and will contain the date of the qualification.

If provided, the qualification shall include the firearms course and certificate developed by the Washington Association of Sheriffs and Police Chiefs (WASPC) (RCW 36.28A.090).

The Rangemaster will submit the completed Retired Law Enforcement Officer Application for LEOSA and the qualification course of fire score sheet to the Personnel Development Division for completion of the packet. This will include the completion of a background check and mental health records check. All checks will be reviewed and a determination made prior to the issuance or denial of a Certificate of Qualification.

220.6 FORMER DEPUTY RESPONSIBILITIES
A former deputy or law enforcement officer issued a Certificate of Qualification from this agency shall immediately notify the on duty Watch Commander of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of any court order, in accordance with the Reporting of Employee Convictions (policy 1009).

220.6.1 RESPONSIBILITIES UNDER LEOSA
In order to obtain or retain a LEOSA Certificate of Qualification card from the Snohomish County Sheriff’s Office the former deputy or law enforcement officer shall:

(a) Complete the Retired Law Enforcement Officer Application for LEOSA
(b) Complete and sign the Responsibility of the Individual Retired Officer Declaration.
(c) Sign a waiver and release of liability of the Office for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private
Retiree Concealed Firearms

person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of this office.

(d) Remain subject to all applicable office policies and federal, state and local laws.

(e) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(f) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.
Emergency Management Plan

221.1 PURPOSE AND SCOPE
The County has prepared an Emergency Management Plan Manual for use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

The County Emergency Management Plan is written in accordance with the State of Washington’s comprehensive emergency management plan and program, and has been approved for local use (RCW 38.52.070). This plan provides guidance for County emergency operations within and outside its borders.

221.1.1 SNOHOMISH COUNTY CODES
An emergency management organization has been established by Snohomish County. This ordinance has been approved by the County Council (WAC 118-30-050).

221.2 ACTIVATING THE EMERGENCY PLAN
The Emergency Management Plan may be activated by the Sheriff or the highest ranking Sheriffs Office employee on-duty. Upon activation of the plan, the Sheriff or the authorized designee should, if the need is anticipated, contact the State Emergency Operations Center to assist with a mutual aid response in which local, state and federal law enforcement agencies provide resources to this office.

221.2.1 RECALL OF PERSONNEL
In the event that the Emergency Management Plan is activated, all employees of the Snohomish County Sheriff's Office are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the authorized designee.

Failure to respond to an order to report for duty may result in discipline.

221.3 LOCATION OF EMERGENCY MANAGEMENT PLAN
The emergency plan for employees review and familiarization is available on the county network and Snohomish County Department of Emergency Management website. All supervisors should familiarize themselves with the Emergency Management Plan and what roles sheriff's office personnel will play when the plan is implemented. All supervisors should ensure that their personnel receive periodic training on the Emergency Management Plan.

The Administrative Services Bureau Commander or the authorized designee shall ensure that the Emergency Management Plan is kept current and available to all sheriff's office personnel.
221.4 BUILDING EVACUATION PLAN
In the event of a disaster or emergency which requires evacuation of the public safety services building, all employees shall follow implemented evacuation plans and posted exit strategies. The posted exit strategies shall include any special directions for physically impaired employees (WAC 296-24-567).

221.5 UPDATING OF MANUALS
The Sheriff or the authorized designee shall review the Emergency Management Plan Manual at least once every two years to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS) (WAC 118-30-060(7)).

221.6 TRAINING
The Office should provide annual training in the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Management Plan and the roles sheriff’s office personnel will play when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command staff discussion.

This policy has an accompanying SOP titled Snohomish County CEMP 2013 & COOP
Training Policy

222.1 PURPOSE AND SCOPE
It is the policy of this office to administer a training program that will provide for the professional growth and continued development of its personnel. By doing so, the office will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the community.

222.2 PHILOSOPHY
The office seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels, and legal mandates. Whenever possible, the office will use courses certified by the Washington Criminal Justice Training Commission (CJTC).

222.3 OBJECTIVES
The objectives of the Training Program are to:

(a) Enhance the level of law enforcement service to the public.
(b) Increase the technical expertise and overall effectiveness of our personnel.
(c) Provide for continued professional development of office personnel.

222.4 TRAINING PLAN
A training plan for all employees will be developed and maintained by the Training Sergeant. It is the responsibility of the Training Sergeant to maintain, review, and update the training plan on an annual basis. The plan will ensure, at minimum, the following:

(a) All sworn members will successfully complete an annual in-service training program of no less than 24 hours that includes the following required CJTC Training (WAC 139-05-300):
   1. Federal and Washington Court cases.
   2. Legal updates.
(b) All sworn members will successfully complete an annual in-service training program on the office use of force and deadly force policies.
(c) All sworn members will successfully complete in-service training on less-than-lethal weapons every two years.
(d) Full-time supervisors or managers will receive appropriate training and certification required by CJTC.
(e) All sworn members will successfully complete the National Incident Management System (NIMS) introductory training course.

The plan will also address the following areas:

(a) Legislative Changes
(b) State Mandated Training
(c) Critical Issues Training

222.5 TRAINING NEEDS ASSESSMENT
The Training Unit will conduct an annual training-needs assessment of the office. The needs assessment will be reviewed by staff. Upon approval by the staff, the needs assessment will form the basis for the training plan for the fiscal year.

222.6 TRAINING DOCUMENTATION
Detailed records shall be kept of all in-service training sponsored by or presented on behalf of the Snohomish County Sheriff’s Office. Records should minimally include the following:

• An overview of the course content and/or an instructor lesson plan.
• Names and agency contact information of all attendees.
• Instructor credentials or resume.
• Individual attendee test results (if applicable).
• Course completion roster.

222.7 TRAINING PROCEDURES
(a) All employees assigned to attend training shall attend unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to:
   1. Court appearances
   2. Approved vacation
   3. Sick leave
   4. Physical limitations preventing the employee’s participation
   5. Emergency situations
   6. Needs of the office

(b) When an employee is unable to attend mandatory training, that employee shall:
   1. Notify his/her supervisor as soon as possible
2. Make arrangements through his/her supervisor and the Training Sergeant to attend an alternate date if possible.

222.8 TRAINING COMMITTEE
The Training Sergeant shall establish a Training Committee, which will serve to assist with identifying training needs for the office.

The Training Committee shall be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Sergeant may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of an employee.
(b) Incidents involving a high risk of death, serious injury or civil liability.
(c) Incidents identified by a supervisor as appropriate to review to identify possible training needs.

The Training Committee should convene on a regular basis as determined by the Training Sergeant to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Sergeant. The recommendation should not identify specific facts of any incidents, such as identities of employees involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Sergeant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the office and available resources.

222.9 DAILY TRAINING BULLETINS
The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the policy manual and other important topics. Generally, one training bulletin is available for each day of the month.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the Training Sergeant. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should logoff the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.
Training Policy

Employees who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

This policy has an accompanying SOP titled Training Unit.
Chapter 3 - General Operations
Use of Force

300.1 PURPOSE AND SCOPE
This policy recognizes that the use of force by law enforcement requires constant evaluation. Even at its lowest level, the use of force is a serious responsibility. The purpose of this policy is to provide deputies of this office with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, each deputy is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 PHILOSOPHY
Deputies are daily confronted with situations where control must be exercised to restore peace and order, effect an arrest, and protect public safety. Frequently, deputies are placed into situations that have deteriorated beyond the level at which verbal communication is effective. In these cases, deputies will need to employ reasonable and necessary force to overcome resistance and/or protect their own safety or the safety of others.

The ability to use appropriate levels of force is both a necessary part of a deputy's role and a tremendous personal responsibility. When it is determined that force must be used, it is important that deputies use only the reasonable amount of force necessary to overcome resistance, protect physical safety, and perform their duties. Deputies are not expected to be injured before resorting to the use of force. They may employ force in order to keep themselves or others from being injured. Force may be applied through the use of one's body, through weapons, equipment, or other instruments.

In making the decisions to apply force and the level of force to be used, good judgment and accountability are essential. The decision to employ a given level of force must be based on the information known to the deputy or upon reasonable assumptions made by the deputy at the moment that force is applied. Facts unknown to the deputy, no matter how compelling, cannot be considered later in determining the propriety or justification for use of force.

The use of force by Snohomish County Sheriff's deputies will be according to the following Office policies and procedures as well as within the provisions of RCW Chapters 9A.16 and 10.31 as now written or hereafter amended.

300.2 POLICY
It is the policy of this office that deputies shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the deputy at the time of the event, to effectively bring an incident under control. Reasonableness of the force used must be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact that sheriff's deputies are often forced to make split-second decisions in circumstances that are tense, uncertain and rapidly evolving about the amount of force that is necessary in a particular situation, Graham v Connor, 490 U.S. 386 (1989).
Use of Force

Given that no policy can realistically predict every possible situation a deputy might encounter in the field, it is recognized that each deputy must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. It is the ultimate objective of every law enforcement officer to reasonably attempt to avoid injury during a use of force encounter. Nothing in this policy requires a deputy to actually sustain physical injury before applying reasonable force.

300.2.1 USE OF FORCE TO EFFECT AN ARREST, DETENTION, OR TO CONDUCT A SEARCH
Any peace officer may use all necessary means to effect an arrest if, after notice of the intention to arrest the defendant, he/she either flees or forcibly resists. (RCW 10.31.050).

The use, attempt or offer to use force upon or toward another person is not unlawful whenever necessarily used by a public officer in the performance of a legal duty, or a person assisting the officer and acting under the Snohomish County Sheriff's Office's direction. (RCW 9A.16.020(1)).

Necessary means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended (RCW 9A.16.010(1)).

If it is not already known by the subject to be detained, arrested or searched, deputies should, if reasonable, make clear their intent to detain, arrest or search the subject. When practicable, deputies will identify themselves as a peace officer before using force.

300.2.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE
When determining whether or not to apply any level of force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:

a. The severity of the crime(s) at issue.
b. Whether the subject poses an immediate threat to the safety of the officer(s) or others.
c. Whether the subject is actively resisting arrest.
d. Whether the subject is attempting to escape or evade arrest by flight.
e. The conduct of the individual being confronted (as reasonably perceived by the deputy at the time).
f. Deputy/subject factors (age, size, relative strength, skill level, injury/exhaustion and number of deputies vs. subjects).
g. Influence of drugs/alcohol (mental capacity).
h. Proximity of weapons.
i. Time and circumstances permitting, the availability of other options (what resources are reasonably available to the deputy under the circumstances).
j. Training and experience of the deputy.
**Use of Force**

k. The environmental factors and/or other exigent circumstances.

It is recognized that deputies are expected to make split-second decisions and that the amount of a deputy's time available to evaluate and respond to changing circumstances may impact his/her decision.

While various degrees of force exist, each deputy is expected to use only that degree of force reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

**Force Transition:** Force transition is the movement, escalation/de-escalation, from the application of one reasonable force option to another in conjunction with the objective reasonable standard. In use of force incidents that are tense, uncertain and rapidly evolving, deputies may transition to differing degrees or types of force, including attempts to de-escalate. Force situations are dynamic, fluid encounters that require deputies to continually assess the suspect's actions to ensure a proportionate response, both in escalation and de-escalation of reasonable force options.

### 300.2.3 NON-DEADLY FORCE APPLICATIONS

Any application of force that is not reasonably anticipated, intended, or known to create a substantial likelihood of death or serious bodily injury, shall be considered non-deadly force. Each deputy is provided with equipment, training and skills to assist in the apprehension and control of suspects as well as protection of deputies and the public. Non-deadly force applications may include but are not limited to leg restraints and control devices described in Policy §§ 306, 308, and 309 respectively.

### 300.2.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be very effective in controlling a passive or actively resisting individual. Deputies may only apply those pain compliance techniques for which the deputy has received office approved training and only when the deputy reasonably believes that the use of such a technique appears necessary to further a legitimate law enforcement purpose. Deputies utilizing any pain compliance technique should consider the totality of the circumstance including, but not limited to:

1. The potential for injury to the deputy(s) or others if the technique is not used.
2. The potential risk of serious injury to the individual being controlled.
3. The degree to which the pain compliance technique may be controlled in application according to the level of resistance.
4. The nature of the offense involved.
5. The level of resistance of the individual(s) involved.
6. The need for prompt resolution of the situation.
7. If time permits (e.g., passive demonstrators), other reasonable alternatives.
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The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

300.2.5 LATERAL VASCULAR NECK RESTRAINT (LVNR)
Only those deputies trained and certified by office approved Lateral Vascular Neck Restraint (LVNR) instructors shall be authorized to use the LVNR control system as a less than lethal use of force. The use of LVNR may be employed to take a person into custody who is actively resisting arrest and/or assaulting deputies. Post application procedures include:

1. The subject shall be handcuffed whether conscious or unconscious.
2. Any objects around the subject’s neck area such as clothing and jewelry shall be loosened.
3. If the subject is rendered unconscious, the responsible supervisor shall be notified.
4. If conscious, the subject shall be placed in a seated position or placed lying on his/her side in a position that provides unobstructed breathing. If unconscious, the subject’s pulse shall be checked and CPR administered as necessary. If only unconscious the subject shall be placed in a seated position and breathing monitored while awaiting the arrival of aid.
5. If the subject is rendered unconscious he/she shall be transported to the emergency room via aid unit or ambulance for evaluation by ER staff.
6. Photograph and document any injuries.
7. A Use of Force Report shall be completed.

300.2.6 BATONS (AND IMPACT DEVICES): USE
The baton/impact device provides a means by which a deputy can defend himself or others from bodily harm and a means of restraining violent individuals. The baton/impact device shall be carried by the deputy while in uniform. The baton/impact device should not be unnecessarily brandished and may only be used by deputies trained in the use of that style of baton/impact device.

(a) If a deputy elects to carry an approved baton/impact device off duty, official Office identification will also be carried and all directives for on duty carrying, use, and reporting of use of the baton/impact device will apply.

(b) Very few applications of force using a baton/impact device can be considered potentially lethal force. Such potentially lethal applications will only be used when circumstances justify same. Applications of potentially lethal force with a baton/impact device will comply with provisions of RCW 9A.16 and RCW 10.31 as now written or hereafter amended.
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300.2.7 ORGANIC COMPOUNDS / AEROSOL INFLAMMATORY AGENTS USE

Organic compounds or aerosol inflammatory agents may be used in situations which involve restraining and subduing a person in lieu of physical force. Organic compounds or aerosol inflammatory agents shall only be used to protect the deputy or other persons when reasonable.

(a) Organic compounds or aerosol inflammatory agents shall not be used to overcome merely passive resistance.

(b) If a deputy elects to carry approved aerosol inflammatory agents off duty, official Office identification will also be carried and all directives for on duty carrying, use, and reporting of use of the will apply.

(c) Deputies subduing individuals through the use of organic compounds or aerosol inflammatory agents shall, as soon as practical, take steps to alleviate the effects of the organic compounds or inflammatory agent. Deputies will be exempt from this requirement in cases where the person declines assistance or where it would endanger the safety of the deputy.

(d) Deputies shall document in their incident report whether assistance was rendered or the individual refused assistance.

(e) The terms organic compounds and aerosol inflammatory agents shall include all oleoresin capsicum approved products used by the office, whether they are in aerosol form or other forms.

300.2.8 HANDCUFFS: USE

Although recommended for most arrest situations, handcuffing is a discretionary procedure and not an absolute rule of the Office. The arresting deputy should consider the circumstances leading to the arrest, the attitude of the arrested person, and the age, sex, and health of the person before handcuffing. It must be recognized that officer safety is the primary concern.

(a) Only handcuffs issued or authorized by the Office shall be used. Handcuffs shall be black or silver in color.

(b) Deputies shall not handcuff a suspect to other deputies.

(c) Other than designated holding areas, suspects shall not be handcuffed to stationary objects, except in unusual circumstances.

(d) Except in emergencies, juveniles shall not be handcuffed to adult offenders.

(e) Except in emergencies, females shall not be handcuffed to males.

Under some circumstances, the use of additional restraints may be necessary to protect the suspect from injuring himself, escaping from custody, or assaulting deputies. Under those circumstances, approved restraints may be used to control a violent suspect.

All suspects, whether handcuffed or not, shall be searched for weapons prior to being placed into a county vehicle or immediately after being placed under arrest. If a deputy of the same sex as
Use of Force

the suspect is present, and when it is reasonable to do so, that deputy should, as circumstances permit, conduct the search.

Handcuffing minus the complaint of pain or injury shall not require a separate use of force report in addition to the report.

300.3 DEADLY FORCE APPLICATIONS
While the use of a firearm is expressly considered deadly force, other force might also be considered deadly force if the deputy reasonably anticipates and intends that the force applied will create a substantial likelihood of causing death or serious bodily injury. Use of deadly force is justified in the following circumstances:

(a) A deputy may use deadly force to protect himself/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) A deputy may use deadly force to stop a fleeing suspect when the deputy has probable cause to believe that the suspect has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death and the deputy reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to others if the suspect is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

300.4 REPORTING THE USE OF FORCE
Any use of force, including the discharge of a firearm, or any action capable of injuring a person, shall be documented promptly, completely and accurately in a use of force report, and described in a case report if one is required.

Annually, the Sheriff or his designee shall conduct a review and analysis of use of force events.

Duty to Intervene:
Any deputy present and observing another deputy using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, safely intercede to prevent the use of such excessive force. Deputies shall promptly report these observations to a supervisor.

After approval, the supervisor shall cause a copy of the use of force report to be routed directly to the Training Sergeant.

300.4.1 NOTIFICATION TO SUPERVISORS
Deputy(s) shall, as soon as possible, inform the supervisor responsible for the incident of the circumstances involving the application of force and document this communication in the narrative of the Use of Force/ case Report. The deputy(s) shall also forward a copy of the Use of Force report to the Training Sergeant.
Supervisory notification shall be made as soon as practical following the application of physical force, under any of the following circumstances:

(a) The application of force appears to have caused physical injury.
(b) The individual has expressed a complaint of pain.
(c) Any application of a control device (leg restraints, baton, OC, less lethal, or Taser).
(d) The individual has been rendered unconscious.
(e) Application of the LVNR technique.

300.4.2 MEDICAL ATTENTION FOR INJURIES SUSTAINED USING FORCE
Prior to booking or release, medical assistance shall be obtained for any person(s) who has sustained visible injury, expressed a complaint of pain, or who has been rendered unconscious. If any individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practical, should be witnessed by another deputy and/or medical personnel. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain, or who require a protracted physical encounter with multiple deputies to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

300.5 SUPERVISOR RESPONSIBILITY
When a supervisor responds to an incident in which there has been a reported use of force, the supervisor shall be responsible for the following:

(a) Obtain the basic facts from the involved deputy(s).
(b) Ensure that any injured parties are examined and treated.
(c) Ensure that photographs have been taken of any areas involving visible injury or complaint of pain as well as overall photographs of uninjured areas.
(d) Ensure all known witnesses are identified.
(e) Review and approve all related reports

In the event that the supervisor believes that the incident may give rise to potential civil litigation, the supervisor shall notify his immediate chain of command.

Should the supervisor determine that any application of force was not within policy, a personnel complaint shall be initiated.
Use of Force

In the event that a supervisor does not respond to the scene of an incident involving the reported use of force, the supervisor is still expected to complete as many of the above items as circumstances permit.
Deadly Force Review

302.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process to review the use of deadly force by employees of this office.

302.2 USE OF DEADLY FORCE REVIEW
(a) The integrity and credibility of the Office is often subject to close scrutiny in the aftermath of a deputy involved shooting or other incident in which a deputy has used potentially lethal force. Therefore, the completed criminal investigation shall be forwarded to the Investigations Division Commander for review. The purpose of the review shall be to make recommendations in the following areas:
   (a) Whether the use of force was within policy, intentional or accidental;
   (b) Tactical considerations.
   (c) Training considerations.
   (d) Quality of supervision.
   (e) The quality of the deadly force investigation.
(b) The Investigations Commander should seek input from subject matter experts in regards to tactical and training considerations in their review, if warranted.
(c) The recommendations of this process shall be forwarded to the affected Bureau Chief who shall review, comment on the recommended areas and make a finding in regards to policy. Their completed review shall then be forwarded via the chain of command to the Sheriff for final determination.

302.2.1 USE OF DEADLY FORCE REVIEW: FINAL DETERMINATION
(a) The Sheriff shall make the final determination and is responsible for any actions taken regarding the incident.
(b) If the Sheriff determines the use of force was within policy, he shall notify the concerned deputy(ies) in writing as soon as possible.
(c) If the Sheriff determines the use of force was outside policy, the following shall occur:
   (a) If a potential violation of law, the matter shall be referred to the Prosecutor’s Office.
   (b) If a violation of Office policy, the matter shall be processed in accordance with Office disciplinary procedures.
   (c) In either case, the concerned deputy(ies) shall be notified in writing as soon as possible.
(d) If the Sheriff determines the use of force was accidental, the matter shall be referred to the Training Lieutenant for corrective action. The concerned deputy(ies) shall be notified in writing as soon as possible.
302.2.2 DEPUTY USE OF DEADLY FORCE: PSYCHOLOGICAL SERVICES

(a) Often following a shooting incident or other incidents in which potentially lethal force causes injury or death, there can be a severe emotional impact on the deputy or deputies involved. The impact varies with each individual and is not highly predictable. In some cases the impact is felt immediately, and, in others, several hours or days later. Because such reactions can affect the lives and families of those involved, they must be attended to promptly.

(b) It shall be the responsibility of the PDD Lieutenant to arrange a meeting as soon as possible following the incident between the Office psychologist and any deputy who has wounded or fatally injured someone. The purpose of the meeting shall be to allow those involved to explore their reactions to the incident, and to discuss the moral, ethical, and/or psychological aftereffects of the incident. The meeting shall not be related to any Office investigation of the incident and nothing discussed in the meeting shall be reported to the Office. The meeting shall remain protected by the privileged physician-patient relationship. Participation in such a meeting is mandatory in all instances of the type indicated.
Shooting Policy

304.1 PURPOSE AND SCOPE
The purpose of the shooting policy is to establish procedures for the use and reporting of incidents involving the discharge of firearms. This policy is for internal use only and does not increase the office and/or a deputy’s civil or criminal liability in any way. Violations of this policy can only form the basis for office administrative actions.

304.1.1 POLICY
It is the policy of this office to resort to the use of a firearm, when it reasonably appears to be necessary, and generally:

(a) A deputy may use deadly force to protect himself/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) A deputy may use deadly force to effect the arrest or prevent the escape of a suspected felon when the deputy has probable cause to believe that the suspect has committed or intends to commit a felony involving the inflicting or threatened inflicting of serious bodily injury or death and the deputy reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to others if the suspect is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force where feasible.

(c) To stop a dangerous animal.

1. In circumstances where deputies encounter an unexpected dangerous animal or are surprised by an animal which reasonably appears to pose an imminent threat to the safety of deputies or others, officers are authorized to use deadly force to neutralize such a threat.

2. In circumstances in which deputies have sufficient advanced notice that a potentially dangerous domestic animal (e.g., dog) may be encountered, such as in the serving of a search warrant, deputies should develop reasonable contingency plans for dealing with the animal without the use of deadly force (e.g., fire extinguisher, Taser, OC Spray, animal control officer). Nothing in this policy shall prohibit any deputy from resorting to deadly force to control a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

(d) With the approval of a supervisor, a deputy may euthanize any animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. Injured animals (with the exception of dogs and cats) may only be euthanized after a reasonable search to locate the owner has been made. Injured dogs and cats found without their owners may be taken to
an appropriate veterinarian for determination of whether they should be treated or humanely destroyed.

(e) For firearms training at an approved range.

304.1.2 WARNING SHOTS
It is the policy of this office that employees will not fire warning shots.

304.1.3 MOVING VEHICLES
Shots fired at or from a moving vehicle are rarely effective and are generally discouraged.

(a) This is not intended to restrict a deputy's right to use deadly force directed at the operator of a vehicle when it is reasonably perceived that the vehicle is being used as a weapon against the deputy or others.

(b) Deputies may not use deadly force to stop a fleeing suspect unless the deputy has probable cause to believe that the suspect has committed or intends to commit a felony involving the infliction or threatened infliction of serious bodily injury or death. Under such circumstances, a verbal warning should precede the use of deadly force when feasible.

304.1.4 REPORT OF UNINTENTIONAL DISCHARGE
Except during training or recreational use, any member who discharges an office issued weapon, on or off-duty, that is not an intentional use of force, shall make a verbal report to his/her supervisor as soon as circumstances permit. If on-duty at the time of the incident the member shall file a written report with his/her supervisor prior to the end of shift and if off-duty, as directed by the supervisor but no later than the end of the next regularly scheduled shift.
Leg Restraint Device

306.1 PURPOSE AND SCOPE
The proper use and application of a leg restraint device can reduce the potential of injury and damage to property when dealing with violent or potentially violent persons. This section provides guidelines, policy and procedures for the proper use of these devices.

306.2 POLICY
When a deputy deems it reasonable to restrain the legs of a violent or potentially violent person during the course of detention, arrest and/or transportation, only restraint devices approved by the office shall be used, and only in the office approved manner for such temporary immobilization of the legs.

306.3 AUTHORIZED RESTRAINT
The RIPP™ Hobble manufactured by RIPP Restraints, Inc., Orange City, Florida is the only restraint authorized by this office. Deputies shall only use the RIPP™ Hobble restraint supplied by the Office.

306.4 USE GUIDELINES
In determining whether to use the restraint, deputies should consider the following:

(a) If the deputy and/or others are subject to harm due to the assaultive behavior of a violent, resisting and/or attacking suspect.

(b) If it is reasonable to protect the suspect from his/her own actions which would place him/her in danger e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting deputy while handcuffed, kicking at objects or deputies.

(c) The restraint shall be used only after a person has been handcuffed.

306.4.1 MEDICAL CONSIDERATIONS
Prior to booking or release, medical assistance shall be obtained for any person(s) who has sustained visible injury, expressed a complaint of pain, or who has been rendered unconscious. If any individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practical, should be witnessed by another officer and/or medical personnel. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond physical characteristics, unusually high tolerance to pain or who require a protracted physical encounter with multiple deputies to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.
Leg Restraint Device

306.5 PROCEDURE
The restraint device is designed to reduce the likelihood of injury to the restrained person or others, and to reduce the likelihood of property damage caused by the restrained person by preventing them from using his/her legs in a manner likely to result in injury or damage. The restraint will only be used to bind and immobilize a person's legs. Only those deputies trained in the use of the restraint are authorized to employ it on any person. The following guidelines shall be used when applying the restraint device:

(a) Absent a medical emergency, the person being restrained shall remain restrained until the deputy arrives at the jail or other facility or the person no longer poses a threat.

(b) Once secured, the suspect shall not be left unattended on his/her stomach as this may potentially reduce the suspect's ability to breathe.

(c) The suspect should be constantly watched by a deputy while in the restraint. The deputy is to ensure the suspect does not roll onto his/her stomach.

(d) The deputy shall look for signs of labored breathing.

306.5.1 TRANSPORTING RESTRAINED SUSPECTS
When transporting a suspect(s) who has been restrained, deputies shall observe the following procedures:

(a) Restrained suspects may be transported in a patrol unit. They shall be seated in an upright position and secured by a seat belt. The long lead of the restraint will be placed outside the rear door and wrapped around the door pillar bringing it up through the passenger front door to prevent the lead from dragging on the ground. When the suspect cannot be transported in a seated position he/she shall be taken by ambulance/paramedic unit.

(b) Deputies shall inform the jail staff that the arrestee was subjected to being restrained by use of a leg restraint device prior to arrival at the jail.

306.6 DOCUMENTATION
Anytime the restraint device is used, the circumstances requiring its use shall be documented by the deputy in the related report(s). The deputy should include the following in the report:

(a) The amount of time the suspect was restrained.

(b) How the suspect was transported and the position of the suspect.

(c) Observations of the suspect’s physical and physiological actions.

(d) Any known or suspected drug use or other medical problems.
Control Devices and Techniques

308.1 PURPOSE AND SCOPE
This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

308.1.1 WHEN DEVICES MAY BE USED
When a decision has been made to restrain or arrest a violent or threatening suspect, an approved control device may only be used when its use appears reasonable under the circumstances.

308.1.2 REVIEW, INSPECTION AND APPROVAL
Every control device will be periodically inspected by the employee carrying the control device. If a control device is found to be in need of repair or replacement the employee will request the repair or replacement through the quartermaster system.

308.1.3 TRAINING FOR CONTROL DEVICES
(a) A control device is defined as follows; kinetic energy impact baton deployed by a launcher, OC Spray (oleoresin capsicum), expandable or fixed baton, and the TASER® X26™ and TASER® X26P™ Conducted Electrical Weapons (CEW) (See chapter 309)
(b) Only deputies trained and having shown adequate proficiency in the use of any control device and this agency's Use of Force policy are authorized to carry the device. Proficiency training must be monitored and documented by an instructor of the specific control device or tactic.
(c) All training and proficiency for control devices will be documented in the deputy's training file.
(d) Deputies failing to demonstrate proficiency with the control device or knowledge of this agency's Use of Force policy will be provided remedial training. The deputy will continue to receive training until their proficiency is adequately demonstrated to the instructor.

308.2 POLICY
In order to control subjects who are violent or who demonstrate the intent to be violent, the Snohomish County Sheriff's Office authorizes deputies to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

308.3 ISSUING, CARRYING AND USING CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this office only if the device has been issued by the Office or approved by the Sheriff or the authorized designee.

Only deputies who have successfully completed office approved training in the use of any control device are authorized to carry and use the device.
Control Devices and Techniques

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, deputies should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

308.4 RESPONSIBILITIES

308.4.1 RANGEMASTER RESPONSIBILITIES
The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

308.4.2 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Damage to County property forms shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

308.4.3 TREATMENT FOR OC SPRAY EXPOSURE
Persons who have been affected by the use of chemical agents should be promptly provided with the proper solution to cleanse the affected areas. Those persons who complain of further severe effects shall be afforded a medical examination by competent medical personnel.

308.4.4 REPORT OF USE
All uses of chemical agents and use of control devices shall be documented in the related use of force/arrest report.

308.5 BATON GUIDELINES
The baton provides a means by which a deputy can defend him/herself or others from bodily harm and a means of restraining violent individuals. The baton shall be carried either in the belt holder or in the deputy’s vehicle. The baton should not be unnecessarily brandished and may only be used by deputies certified in the use of that style of baton. The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.
If a deputy elects to carry an approved baton off duty, official Office identification will also be carried and all directives for on duty carrying, use, and reporting of use of the baton will apply. Very few applications of force using a baton can be considered potentially lethal force. Such potentially lethal applications will only be used when circumstances justify same. Applications of potentially lethal force with a baton will comply with provisions of RCW 9A.16 and RCW 10.31 as now written or hereafter amended.

308.6 OLEORESIN CAPSICUM (OC) GUIDELINES
As with other control devices, oleoresin capsicum (OC) spray and pepper projectiles may be considered for use to bring under control an individual or groups of individuals who are engaging in, or are about to engage in violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

308.6.1 SUPERVISOR RESPONSIBILITIES
The on duty supervisor shall monitor the use of control devices in the same manner as all other use of force incidents.

(a) The on duty supervisor may authorize the use of a additional control devices by selected personnel or members of specialized units provided the person(s) authorized has/have the required training. The request for a control device should be made through the supervisor, if needed.

(b) The supervisor shall review each use of control devices by any personnel within his/her command.

(c) The Training Sergeant shall ensure training on the use of control devices is provided as needed.

308.6.2 MAINTENANCE RESPONSIBILITY
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

308.6.3 OC SPRAY
Uniformed personnel carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field personnel may carry OC spray as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

308.6.4 TREATMENT FOR OC SPRAY EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those persons who complain of further severe effects shall be examined by appropriate medical personnel.
Control Devices and Techniques

308.7 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES
Any application of a control device and/or technique listed within this section shall be documented pursuant to Policy Manual §§ 300.4 and 300.5.

308.8 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES
Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

308.9 TRAINING FOR CONTROL DEVICES
The Training Sergeant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the deputy’s training file.

(c) Deputies who fail to demonstrate proficiency with the control device or knowledge of this agency’s Use of Force Policy will be provided remedial training. If a deputy cannot demonstrate proficiency with a control device or knowledge of this agency’s Use of Force Policy after remedial training, the deputy will be restricted from carrying the control device, receive additional remedial training and may be subject to discipline.

308.10 POST-APPLICATION NOTICE
Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, deputies should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that clean up will be at the owner’s expense. Information regarding the method of notice and the individuals notified should be included in related reports.

308.11 KINETIC ENERGY PROJECTILE GUIDELINES
This office is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

308.11.1 DEPLOYMENT AND USE
Only office-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.
Deputies are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and deputies takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
(b) The suspect has made credible threats to harm him/herself or others.
(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or deputies.
(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

308.11.2 DEPLOYMENT CONSIDERATIONS
Before discharging projectiles, the deputy should consider such factors as:

(a) Distance and angle to target.
(b) Type of munitions employed.
(c) Type and thickness of subject’s clothing.
(d) The subject’s proximity to others.
(e) The location of the subject.
(f) Whether the subject’s actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.

Deputies should keep in mind the manufacturer’s recommendations and their training regarding effective distances and target areas. However, deputies are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.
TASER® Conducted Electrical Weapons

309.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of the TASER® X26™ and TASER® X26P™ Conducted Electrical Weapons (CEW).

309.2 POLICY
The X26™ and X26P™ conducted electrical weapons are intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to deputies and suspects.

309.3 ISSUANCE AND CARRYING OF CONDUCTED ELECTRICAL WEAPONS
Only members who have successfully completed office-approved training may be authorized to carry conducted electrical weapons.

Conducted electrical weapons are issued for use during a member’s current assignment. Members leaving a particular assignment may be required to return the device to the office’s inventory.

Deputies shall only use the conducted electrical weapons approved by the Office. Deputies shall only use cartridges that have been issued by the Office. Uniformed deputies who have been issued the X26™ or X26P™ conducted electrical weapon shall wear the device in an approved holster on their person. Non-uniformed deputies may secure the conducted electrical weapon in the driver’s compartment of their vehicle.

Members carrying the X26™ or X26P™ conducted electrical weapon should perform a spark test prior to every shift. (This does not constitute an application or discharge for use of force reporting)

It is important that the manner of carry of the conducted electrical weapon does not allow for the handgun to be drawn when the intention was to draw the conducted electrical weapon.

When carried on the gun belt, the conducted electrical weapon shall not be carried directly in front of the duty weapon, directly behind the duty weapon, or below the duty weapon on the thigh. CEW holsters may be situated on either side of the gun belt, but should be near the centerline of the duty belt.

When the conducted electrical weapon is carried on an external ballistic vest carrier, the conducted electrical weapon shall be carried in a manner where it is not directly above the duty handgun. The CEW holster may be situated where it can be drawn with either hand.

(a) All conducted electrical weapons shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, deputies should carry two or more cartridges on their person when carrying a conducted electrical weapon.
(c) Deputies shall be responsible for ensuring that their issued conducted electrical weapon is properly maintained and in good working order.

(d) Deputies should not hold both a firearm and a conducted electrical weapon at the same time.

309.4 VERBAL AND VISUAL WARNINGS
A verbal warning of the intended use of the conducted electrical weapon should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other deputies and individuals with a warning that the conducted electrical weapon may be deployed.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the conducted electrical weapon in the related report.

309.4.1 REPORT OF USE
All conducted electrical weapon discharges/applications shall be documented in the related arrest/crime report and on the Use of Force report form. Unintentional discharges of a conducted electrical weapon cartridge shall also be documented in a report. Any report documenting the discharge of a conducted electrical weapon cartridge will include the cartridge’s serial number and an explanation of the circumstances surrounding the discharge.

The on-board conducted electrical weapon memory may be downloaded through the dataport. When deemed necessary by a supervisor or circumstances warrant, the training unit will download and submit the conducted electrical weapon information with the related arrest/crime report.

309.5 USE OF THE CONDUCTED ELECTRICAL WEAPON
The conducted electrical weapon has limitations and restrictions requiring consideration before it's use. The conducted electrical weapon should only be used when it's operator can safely approach the subject within the operational range of the device. Although the conducted electrical weapon is generally effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

309.5.1 OFF-DUTY CONSIDERATIONS
Deputies are not authorized to carry office issued conducted electrical weapons while off-duty.

Deputies shall ensure that conducted electrical weapons are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.
309.5.2 DANGEROUS ANIMALS
The conducted electrical weapon may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

309.5.3 ACTIONS FOLLOWING DEPLOYMENTS
Deputies shall notify a supervisor of all conducted electrical weapon discharges. Anti Felon Identification Tags (AFIDs) may be collected and the expended cartridge, along with both probes and wire, can be submitted into evidence if needed. The cartridge serial number shall be documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject’s skin.

309.5.4 MULTIPLE APPLICATIONS
Deputies should apply the conducted electrical weapon for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the conducted electrical weapon against a single individual are generally not recommended and should be avoided unless the deputy reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the conducted electrical weapon appears to be ineffective in gaining control of an individual, the deputy should consider certain factors before additional applications of the conducted electrical weapon, including:

(a) Whether the probes are making proper contact.

(b) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(c) Whether verbal commands, other options or tactics may be more effective.

Deputies should generally not intentionally apply more than one conducted electrical weapon at a time against a single subject.

Each conducted electrical weapon application (pull of the trigger), upon a single subject, shall be considered a separate use of force and must meet the objective reasonableness standard as outlined in the Office Use of Force Policy, Chapter 300.

309.5.5 TARGETING CONSIDERATIONS
Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the deputy to limit the application of the conducted electrical weapon probes to a precise target area, deputies should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.
309.5.6 SPECIAL DEPLOYMENT CONSIDERATIONS
The use of conducted electrical weapons on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject or others, and the deputy reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.
(b) Elderly individuals or obvious juveniles.
(c) Individuals with obviously low body mass.
(d) Individuals who are handcuffed or otherwise restrained.
(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the conducted electrical weapon in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between deputies and the subject, thereby giving deputies time and distance to consider other force options or actions.

The conducted electrical weapon shall not be used to psychologically torment, elicit statements or to punish any individual.

309.5.7 APPLICATION OF THE CONDUCTED ELECTRICAL WEAPON
The conducted electrical weapon may be used in any of the following circumstances, when the circumstances perceived by the deputy at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.
(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm deputies, him/herself or others.

Mere flight from a pursuing deputy, without other known circumstances or factors, is not good cause for the use of the conducted electrical weapon to apprehend an individual.
309.6 DOCUMENTATION
Deputies shall document all conducted electrical weapon discharges in the related arrest/crime report and the Use of Force report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented with a report.

309.6.1 REPORTS
The deputy should include the following in the arrest/crime report:

(a) Identification of all personnel firing the conducted electrical weapon
(b) Identification of all witnesses
(c) Medical care provided to the subject
(d) Observations of the subject’s physical and physiological actions
(e) Any known or suspected drug use, intoxication or other medical problems
(f) Words and/or actions of the subject demonstrating the intention of violence or physical resistance

309.6.2 REPORTING CONDUCTED ELECTRICAL WEAPON USE
Items that shall be included in the use of force report or case report are:

(a) Date, time and location of the incident.
(b) Whether any display, laser or arc deterred a subject and gained compliance.
(c) The number of conducted electrical weapon activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
(d) The estimated range at which the conducted electrical weapon was used.
(e) The type of mode used (probe or drive-stun).
(f) Location of any probe impact.
(g) Location of contact in drive-stun mode.
(h) Description of where missed probes went.
(i) Whether medical care was provided to the subject.
(j) Whether the subject sustained any injuries.
(k) Whether any deputies sustained any injuries.
(l) Cartridge serial number.

The Training Sergeant should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Sergeant should cause audits of data downloads and reconcile report forms with recorded activations.
309.7 TRAINING
Personnel who are authorized to carry the conducted electrical weapon shall be permitted to do so only after successfully completing the office-approved training. Personnel who have not carried a conducted electrical weapon as a part of their assignment for a period of six months or more shall be recertified by an office-approved conducted electrical weapon instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued the conducted electrical weapon shall occur every 24 months. A reassessment of a deputy’s knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency of the conducted electrical weapons will be documented in the deputy’s training file.

The Training Sergeant is responsible for ensuring that all members who carry conducted electrical weapons have received the department training and proficiency training. Periodic audits could be used for verification.

Application of conducted electrical weapons during training could result in injury to personnel and should not be mandatory for certification.

The Training Sergeant should ensure that all training includes:

(a) A review of this policy.
(b) A review of the Use of Force Policy.
(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
(e) Handcuffing a subject during the application of the conducted electrical weapon and transitioning to other force options.
(f) De-escalation techniques.
(g) Restraint techniques that do not impair respiration following the application of the conducted electrical weapon.

309.8 SUPERVISOR RESPONSIBILITIES
When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the conducted electrical weapon may be used. A supervisor should respond to all incidents where a conducted electrical weapon was activated.

A supervisor should review each incident where a person has been exposed to an activation of the conducted electrical weapon. Photographs of probe sites should be taken and witnesses interviewed should be included in the case report.
309.9 MEDICAL TREATMENT
The application of a conducted electrical weapon does not require a fire department or medical aid callout, unless:

a. The application results in the penetration of the skin in a sensitive body area (face, throat, eyes, genitals, female breast). In such instances, aid and medic personnel shall be called upon to remove the projectiles.

Expended darts and cartridges shall be treated as a biohazard and (unless required to be retained as evidence or to document a malfunction) shall be disposed of in a properly marked biohazard container. Universal precautions should be taken.

Any individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The conducted electrical weapon probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of a conducted electrical weapon.

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Policy 310

Snohomish County Sheriff's Office
SCSO Law Enforcement Policy Manual

Officer-Involved Shootings and Deaths

310.1 PURPOSE AND SCOPE
The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person receives substantial bodily injury or dies as the result of a deputy's actions.

In other incidents not covered by this policy, the Sheriff may decide that the investigation will follow the process provided in this policy.

310.2 POLICY
The policy of the Snohomish County Sheriff's Office is to ensure that officer-involved shootings, deaths, or serious bodily injury caused by members of this office are investigated in a thorough, fair and impartial manner.

310.3 TYPES OF INVESTIGATIONS
Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation.
- An administrative investigation as to policy compliance by involved deputies.

310.4 INVESTIGATION PROCESS
The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

310.4.1 UNINVOLVED DEPUTIES RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SCSO deputy will be the deputy in charge and will assume the responsibilities of a supervisor until properly relieved. The Deputy in charge should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.
(b) Take reasonable steps to obtain emergency medical attention for injured individuals.
(c) Request additional resources from the Office or other agencies.
(d) Coordinate a perimeter or pursuit of suspects.
(e) Check for injured persons and evacuate as needed.
(f) Brief the supervisor upon arrival.

310.4.2 SUPERVISOR RESPONSIBILITIES
Upon arrival at the scene, and once the scene is secure, the first uninvolved SCSO supervisor should ensure completion of the duties assigned to the deputy-in-charge. In addition, the SCSO supervisor should:
A. Request investigators from the Snohomish County Multiple Agency Response Team (S.M.A.R.T).

B. Obtain from the involved deputies a brief description of any emergent information that pertains to the safety of the responding deputies and to the public, and what areas may need to be checked or secured for evidence.

C. Ensure that fired weapons are secured consistent with acceptable evidence retrieval and preservation methods.

D. Arrange for the deputy or deputies involved in the shooting to be escorted by an uninvolved deputy to the nearest Sheriff’s facility, and to refrain from discussing the incident until the arrival of SMART investigators. The escorting deputy will follow the SMART protocol for evidence preservation.

E. If sufficient personnel are available, direct any deputies who appear to be adversely affected by the shooting incident to leave the scene and report to the nearest Sheriff’s facility.

F. Assign a deputy to accompany the injured subject(s) to the hospital. The responsibilities of the accompanying deputy shall be to:
   (a) Secure and preserve evidence and all personal property belonging to the subject(s).
   (b) Prevent escape.
   (c) Apprise the appropriate Bureau Chief of the subject’s condition.
   (d) If the subject dies, see that no personal effects are released to anyone but SMART investigators or Medical Examiner’s Office personnel.

G. Assign a deputy to prepare the Incident Report. The report shall be submitted before the deputy goes off duty.

H. Notify the appropriate precinct commander, bureau chief, the Undersheriff, and the Sheriff.

I. Brief arriving SMART investigators and then relinquish investigative command of the scene to them.

J. Provide personnel support to SMART investigators as needed.
   (a) Contact the Peer Support Team or Chaplain to respond and receive a briefing.

310.4.3 WATCH COMMANDER RESPONSIBILITIES
Upon learning of an officer-involved shooting or death, the Watch Commander shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Sheriff or a Bureau Commander.
Officer-Involved Shootings and Deaths

All outside inquiries about the incident shall be directed to the Watch Commander/PIO.

310.4.4 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.
(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
(c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
(d) A licensed psychotherapist shall be provided by the Office to each involved SCSO deputy. A licensed psychotherapist may also be provided to any other affected SCSO members, upon request.
   1. Interviews with a licensed psychotherapist will be considered privileged.
(e) The Office will consider communications between qualified peer counselors and involved deputies to be privileged (RCW 5.60.060).

Care should be taken to preserve the integrity of any physical evidence present on the involved deputies equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

310.5 CRIMINAL INVESTIGATION
Any use of force that has or may result in serious bodily harm or death of another person will be investigated by the Snohomish County Multiple Agency Response Team (SMART). The investigation will be in accordance with SMART Protocol.

310.5.1 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to a deputy-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel to ensure identification of all persons present at the scene and in the immediate area.

310.6 ADMINISTRATIVE INVESTIGATION
In addition to all other investigations associated with an officer-involved shooting or death, this office will conduct an internal administrative investigation of involved SCSO deputies to determine conformance with office policy. This investigation will be conducted under the supervision of the Office of Professional Accountability.

310.7 MEDIA RELATIONS
Any media release shall be in accordance with the Snohomish County Multiple Agency Response Team (SMART) Protocol.
310.8 DEBRIEFING
Following a deputy-involved shooting or death, the Snohomish County Sheriff's Office may conduct both a critical incident/stress debriefing and a tactical debriefing.
Firearms

312.1 PURPOSE AND SCOPE
This policy provides guidelines for Office approved firearms, the safe and legal carrying of firearms, firearms maintenance, and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

312.2 POLICY
The Snohomish County Sheriff's Office will equip its commissioned members with firearms to address the risks posed to the public and office members by violent and sometimes well-armed persons. The Office will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

312.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS
When on duty, members shall only use firearms that are issued or approved by the Office and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized office range.

All other weapons not provided by the Office, including, but not limited to, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by office policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Bureau Chief. This exclusion does not apply to the carrying of knives that are not otherwise prohibited by law.

312.3.1 HANDGUNS
The authorized office issued handgun is the .40 cal M & P. The following additional stock 9mm, .40 or .45 caliber handguns with 3.5" to 6" barrels are approved for on-duty use:
## Firearms

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### 312.3.2 AMMUNITION

Members shall only carry office authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all office-issued and office approved duty firearms during the member’s annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the office shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Uniformed deputies shall carry a minimum of two additional pistol magazines. Plain clothes deputies shall carry a minimum of one additional pistol magazine. Undercover officers shall, if practical, carry one additional magazine or speed loader.

Members shall not shoot reloaded ammunition with an office issued weapon. Handgun magazines shall be carried at full capacity. Rifle magazines shall be carried at 90% capacity.
312.3.3 PATROL RIFLES

The authorized office issued patrol rifle is the AR-15.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.
(b) When a member is faced with a situation that may require accurate and effective fire at long range.
(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage ("hostage taker").
(e) When a member reasonably believes that a suspect may be wearing body armor.
(f) When authorized or requested by a supervisor.
(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle. The bolt shall be forward, chamber empty, trigger depressed, dust cover closed, and magazine loaded at 90% capacity and locked in the magazine well. This condition shall be referred to as the "patrol car ready" condition. Rifles carried in unmarked vehicles shall be secured in the trunk in the patrol car ready condition.

Prior to the start of an assigned shift, deputies will perform an inspection of the rifle. This inspection shall include removing the magazine from the weapon, insuring the barrel is free of foreign material, performing a function check, and checking that no obvious defects exist. If the rifle has reticle optics installed, members should turn on the optic and insure the reticle is visible and it appears to be co-witnessed with the fixed sights.

Deputies will carry a minimum of two magazines loaded with Office issued rifle ammunition. These magazines can be stored either with the rifle, a go bag or in the deputy's duty bag.

312.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Sheriff or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the office list of approved firearms.
(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
Firearms

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall complete a Weapon Use Request Form, documenting the make, model, color, serial number and caliber of the weapon to the Rangemaster, who will maintain a copy of the Weapon Use Request Form in the members file.

(e) Firearms used for duty may not be ported. This is defined as a handgun in which the slide or barrel has cuts to vent gas upward or otherwise.

(f) Members desiring to carry an authorized but personally owned duty firearm, must turn in the Office issued firearm, which it is replacing. This does not apply to members who are actively part of the Honor Guard.

(g) Personally owned rifles must be the same “AR-15” type as the standard office issue duty rifle. The authorized caliber is only 5.56. Short barreled rifles are not authorized for patrol. This does not apply to office issued rifles.

(h) Personally owned weapons must be “Factory” built. Members may not use personally owned weapons for duty, which they built or modified. i.e., Members, may not build a rifle or handgun for duty use. Members may not modify a “Factory” weapon such as changing the trigger, changing the bolt, etc...

312.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry personally owned secondary (backup) handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the office list of approved firearms.

(b) Only one secondary handgun should be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Office.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster or an authorized Office firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be similar to office issue. If the caliber of the handgun is other than office issue, the Sheriff or the Rangemaster shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall complete a Weapon Use Request Form, documenting the make, model, color, serial number and caliber of a secondary handgun to
the Rangemaster, who will maintain a copy of the Weapon Use Request Form in the members file.

(i) Revolvers and semi-automatic pistols owned personally and utilized as a backup weapon must be approved for use as outlined in this policy.

(j) Backup firearms shall be restricted to revolvers and semi-automatic pistols. Backup firearms shall conform to the following criteria:

1. Ammunition
   a. Minimum caliber shall be .380 cal. Maximum caliber shall be .45 acp.
   b. Ammunition shall be factory loaded with a jacketed hollow point bullet.

2. Barrel length shall be 1.5 inch minimum.

3. Back up weapons shall have a minimum of five rounds.

4. Semi-automatic pistols shall be one of the following designs. Double action or Safe action and contain either a de-cocking type mechanism which, when activated, will safely lower the cocked hammer or striker to a de-cocked position, or an internal, or external, safety feature that must be deactivated in order to fire the weapon. Handguns with de-cocking levers shall ensure the weapon is de-cocked prior to carry the weapon concealed. Single action only handguns such as 1911 style models are not authorized secondary handguns.

5. Back up firearms must be produced by one of the following manufacturers:
   - Glock
   - Beretta
   - Smith and Wesson
   - Heckler and Koch
   - Walther
   - Ruger
   - Sig Sauer
   - Taurus
   - Kahr
   - Keltec
   - FN

6. Secondary weapons shall be carried in some type of holster which prevents the weapon from moving around. Members shall not carry secondary weapons un-holstered in pockets, or un-holstered within the pockets of external ballistic carriers.
312.3.6 AUTHORIZED OFF-DUTY FIREARMS
The carrying of office issued firearms by members while off-duty is permitted by the Sheriff but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers and Sheriff's Office commission, will be required to meet the following guidelines:

(a) If a personally owned firearm is to be used, it will be carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

(b) The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(d) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(e) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The member will successfully qualify with the firearm prior to it being carried.

(g) Members shall complete a Weapon Use Request Form, documenting the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a copy of the Weapon Use Request Form in the members file

(h) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(i) When armed, under this section, deputies shall carry their Snohomish County Sheriff's Office identification under circumstances requiring possession of such identification.

(j) Handguns owned personally and utilized solely as off-duty firearms will conform to the following criteria:

1. Semi-automatic pistols shall be a double, single, or safe action design with either a de-cocking type mechanism which, when activated, will safely lower the cocked hammer or striker to a decocked position, or an internal, or external, safety feature that must be deactivated to fire the weapon.

2. Revolvers shall conform to the following design standards:
   
   i) Capacity: Five round minimum
   
   ii) Barrel length: 1.5 inch minimum

3. Off duty weapons will be restricted to the following calibers:

   i) Semi-automatic: Minimum of .380, .45 acp maximum.

   ii) Revolver: .38 / 9mm, 22 Long Rifle / 22 Magnum
4. Off duty weapons shall conform to ammunition guidelines as per 312.3.5.

5. The minimum magazine capacity for semi-automatic pistols shall be five rounds.

K. Nothing in this section shall restrict the choice of firearms by an off-duty deputy for personal protection under a concealed pistol licence (CCW/CPL), or for recreational or sport shooting.

312.4 EQUIPMENT
Firearms carried on or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

312.4.1 REPAIRS OR MODIFICATIONS
Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Office or personally owned firearms that are approved for office use may be repaired or modified only by a person who is office-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member’s personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

312.4.2 OPTICS OR LASER SIGHTS
Reticle Optics may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall sight in the optics and qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

- Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.
- Personally purchased reticle optics cannot interfere with the iron sights. Personally purchased reticle optics must be mounted in a manner that allow for the optics to be co-witnessed with the iron sights.
- Reticle optics must have a 1x power at the lowest setting and may not exceed 4x power in magnification. This does not apply to personnel actively assigned to SWAT.
- Reticle optics must be noted on the weapon use request form. Deputies may not install reticle optics on a rifle, whether personally owned or office owned, without prior approval of the office Rangemaster.
- Lasers or laser sights are not authorized for use on any weapon, whether office owned or personally owned when carried for duty. This does not apply to active SWAT members.
312.4.3 WEAPON LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

312.4.4 HOLSTERS
Only office-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. Members who purchase their own holsters, for an approved nonstandard duty weapon shall purchase the same make and model holster as issued by the office.

312.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. While at the range, members shall not dry fire or practice quick draws except under Rangemaster or firearms instructor direction.

(c) Members should utilize the range facility for cleaning firearms. Members will utilize clearing barrels to clear firearms, or clear the firearm down range. Members should not clean firearms at precincts, sub-stations or the like.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded outside of the vehicle, with the weapon pointed in a safe direction. “Safe Direction” is defined as a direction in which, should an unintentional discharge occur, the immediate backstop would stop the round instantly; (i.e., the ground).

(e) Members shall not place or store any firearm or other weapon on office premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Office to be carried on or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. The Rangemaster or an approved Office firearms instructor shall be promptly notified. The Rangemaster or firearms instructor shall have the member present the weapon to an approved armorer for inspection and repair. After an Office Armor has inspected the weapon and deemed it is in need of extended repair or service, the weapon will
Firearms

be immediately removed from service. If the firearm is the member’s primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable. Any Member being issued a replacement firearm, shall qualify with the weapon as soon as practical.

312.5.1 ALCOHOL AND DRUGS
Office issued firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member’s senses or judgment.

312.5.2 STORAGE AT HOME
Members shall ensure that all office issued firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit office-issued firearms to be handled by anyone not authorized by the office to do so. Members should be aware that negligent storage of a firearm could result in civil liability.

312.5.3 INSPECTION AND STORAGE
Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

312.6 FIREARMS TRAINING AND QUALIFICATIONS
All members who carry a firearm while on-duty are required to successfully complete training with their duty firearms. In addition to training, all members will qualify annually with their duty firearms. Members will qualify with secondary firearms at least once annually. Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

Members shall qualify annually with each weapon they are assigned. For example, a Detective is assigned a full size handgun and a compact handgun, must qualify annually with both assigned weapons.

Sworn members of the Office who actively serve on the SWAT team may substitute SWAT ranges for Office ranges. However, all such members must provide a completed qualification sheet to the Office Rangemaster annually in which they qualify with their duty handgun and rifle.

The Rangemaster, SWAT Firearms Instructors, and Armorers shall keep accurate records of qualifications, repairs, maintenance, training or as otherwise directed by the Training Sergeant.
312.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Commissioned members who fail to qualify on their first shooting attempt at an Office qualification shall be provided with a second opportunity immediately thereafter. If the member fails to qualify on their second attempted qualification, they will be provided with a third qualification opportunity at the end of the range session, if time allows. Providing a commissioned member is still unable to qualify they shall be relieved from field assignment. The firearms instructor shall contact the member’s immediate supervisor and advise of the member’s inability to qualify. Remedial training will be scheduled as soon as practical and conducted until proficiency is demonstrated and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
(c) No range credit will be given for the following:
   1. Unauthorized range make-up  
   2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

312.7 FIREARM DISCHARGE
Except during training or recreational use, any member who discharges an office issued firearm, on- or off-duty, that is not an intentional use of force, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury, death to another person, or damage to property, additional statements and/or reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as an intentional use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her supervisor or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, a written report shall be submitted or recorded statement provided no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.
312.7.1 DESTRUCTION OF ANIMALS
Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, office members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER® CEW, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

312.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

312.7.3 WARNING AND OTHER SHOTS
It is the policy of this office that employees will not fire warning shots.

312.8 RANGEMASTER DUTIES
The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster and the firearms instructors. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Sergeant after each range date. Failure of any deputy to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to office members during hours established by the Office.

The Rangemaster or his designee has the responsibility of making periodic inspections, at least once a year, of all duty weapons carried by deputies of this office to verify proper operation. The Rangemaster has the authority to deem any office-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Rangemaster.

The Rangemaster shall maintain an accurate record of all office owned weapons, LESO weapons and personally owned weapons used for duty. This includes backup weapons. This record shall include location assigned, whether temporary or permanent.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Sergeant documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved
by the office, a list of each member who completes the training. The Rangemaster shall keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Sergeant.

312.9 OUT OF STATE PEACE OFFICERS IN WASHINGTON
Pursuant to 18 USC 926C, any full-time or retired out-of-state peace officer is authorized to carry a concealed firearm in Washington subject to the following conditions:

(a) The deputy/officer shall have in his/her possession a photographic identification from the issuing law enforcement agency which indicates that the deputy/officer has met the state’s training and qualification standards within not less than one year prior to the date of issuance.

(b) The deputy/officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(c) Out-of-state peace officers are not authorized to carry a concealed firearm into government buildings or areas otherwise expressly restricted by state or local law.

312.10 CARRYING FIREARMS OUT OF STATE
Qualified, active, full-time deputies of this office are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The deputy shall carry his/her Snohomish County Sheriff's Office identification card whenever carrying such firearm.

(b) The deputy is not the subject of any current disciplinary action that could result in suspension or loss of police powers.

(c) The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The deputy will remain subject to this and all other office policies (including qualifying and training).

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield a deputy from arrest and prosecution in such locally restricted areas.

Active permits from other states are subject to all requirements set forth in 18 USC § 926B.

312.11 FLYING WHILE ARMED
The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):
(a) Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Office based on the law and published TSA rules.

(b) Deputies must carry their Snohomish County Sheriff's Office identification card, bearing the deputy's name, a full-face photograph, identification number, the deputy's signature and the signature of the Sheriff or the official seal of the Office and must present this identification to airline officials when requested. The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Snohomish County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Snohomish County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Sheriff authorizing armed travel may also accompany the deputy. The letter should outline the deputy's need to fly armed, detail his/her itinerary, and include that the deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Deputies must have completed the mandated TSA security training covering deputies flying while armed. The training shall be given by the office-appointed instructor.

(f) It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputy must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Deputies should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

(k) Deputies shall not sleep while aboard the aircraft.
Vehicle Pursuits:

315.1 PURPOSE AND SCOPE
The Snohomish County Sheriff’s Office will make every reasonable effort to apprehend suspects who unlawfully flee from law enforcement. Deputies and supervisors will always consider the safety of the public when responding to an emergency call or when in pursuit of an actual or suspected violator of the law. Deputies and supervisors will always consider the dangers of a vehicle pursuit in relation to the lives or property of innocent users of the roadway, law enforcement employees, and fleeing suspects. Deputies deciding to pursue must at all times balance the importance of immediately apprehending the fleeing suspect against the risks associated with the vehicle pursuit.

This policy establishes guidelines for deputies and supervisors and is intended to assist them in making sound decisions in the event of a motor vehicle pursuit.

315.1.1 DEFINITIONS
"Blocking-in" means only after a successful PIT application, the pursuing units in the pursuit close distance and conduct a low speed controlled contact on the front and rear bumpers of the suspect vehicle to prevent it from driving away from the scene.

"Escape route" means an obvious and unobstructed pathway that is large enough to allow the opportunity for safe passage of vehicle(s).

"Paralleling" means a support unit flanking an eluding vehicle by using a route other than the main pursuit route.

"Police motorcycle, Fully-marked" means a two-wheeled motor vehicle equipped with front and rear emergency lights, siren, police markings and symbols of the Sheriff's Office.

"Police vehicle, Fully-marked" means a motor vehicle equipped with overhead light bar, siren, police markings and symbols of the Sheriff's Office.

"Police vehicle, Fully-marked Pursuit-rated" means a motor vehicle equipped with overhead light bar, siren, police markings and symbols of the Sheriff's Office and is rated a pursuit vehicle by the vehicle's manufacturer.

"Pursuing unit, Primary" means either the police vehicle initiating a pursuit or the first police vehicle behind an eluding vehicle.

"Pursuing unit, Secondary" means an additional police vehicle to join the pursuit behind the primary pursuing unit.

"Pursuit Immobilization Technique (PIT)" means a forced rotational vehicle stop of an eluding vehicle.

"Pursuit supervisor" means the acting, provisional, probationary, or permanent supervisor who supervises a pursuit.
Vehicle Pursuits:

"Ramming" means the deliberate act of impacting/contacting a violator's vehicle with a patrol vehicle for the purpose of functionally damaging or otherwise forcing the violator's vehicle to stop or prevent a stopped vehicle from moving. Ramming may be considered a lethal or less lethal use of force depending on how it is executed and the totality of the circumstances.

"Restrictive" means placing restrictions on a deputy's judgments and decisions relating to a certain set of circumstances.

"Roadblock" means a barricade or other obstruction of a public or private way set up to stop or prevent the escape of an eluding vehicle.

"Safe distance" means sufficient space between two or more vehicles that is reasonable and prudent to avoid an unplanned collision.

"Stop Sticks" means a device, containing several hollow spikes, which may be deployed on or across a roadway in front of a fleeing vehicle to puncture its tires causing the tires to deflate at a safe and controlled rate. These come in self-contained tubes and do not require supervisor permission to use.

"Terminate Pursuit" means that all pursuing units will return to normal operations and all emergency equipment is turned off immediately. This means that involved deputies are to pull their vehicle over and stop.

"Unit" means a deputy(s) in a Sheriff's Office vehicle.

"Vehicle, Sheriff's Office" means any vehicle owned, rented, leased, or otherwise appropriated for the official use of this Sheriff's Office that may or may not be equipped with either emergency light(s) or siren.

"Vehicle, Non-Sheriff's Office" means any privately owned, rented, or leased vehicle(s) of a deputy or private citizen.

"Vehicular pursuit" means an event involving one or more deputies attempting to apprehend a suspect who appears to know that the deputy wants him/her to stop and fails to do so as required by law, and the suspect takes action in an attempt to elude the deputy.

315.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

315.3 DEPUTY RESPONSIBILITIES
Vehicle pursuits shall only be conducted using authorized Sheriff's Office emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Deputies shall drive with due regard for the safety of all persons and property. However, Deputies may, when in pursuit of a suspect, and provided there is no unreasonable risk to persons and property (RCW 46.61.035):
Vehicle Pursuits:

(a) Proceed past a red stop signal or stop sign but only after slowing down as may be necessary for safe operation;

(b) Exceed the speed limit; and,

(c) Disregard regulations governing parking, direction of movement or turning in specified directions.

All deputies participating in a pursuit shall immediately advise the radio dispatcher they are in a pursuit. (See also section 315.6 below).

315.4 INITIATING A PURSUIT
A deputy initiating a pursuit must have reasonable suspicion to believe that either:

(a) The driver is driving under the influence of alcohol or drugs;

(b) The driver or the occupants of the vehicle have committed or are about to commit a felony crime, or;

(c) The violator poses an immediate or future credible threat of death or serious bodily injury to officers or the public.

(d) The sole need to apprehend the driver of a stolen vehicle typically does not outweigh the threat to the community that a pursuit presents. Pursuits initiated solely for a Theft of a Motor Vehicle, Taking Motor Vehicle Without Permission, Possession of Stolen Property (vehicle), or an arrest warrant for those crimes, with no other aggravating factors outlined in (c) above are not permitted.

Extended pursuits for non-violent felonies (those involving neither violence nor weapons) are permitted but discouraged absent circumstances that, consistent with these policies, justify the comparative risk.

Other than as described above, pursuits shall not be initiated based solely on traffic or civil infractions, or the commission or suspected commission of misdemeanor offenses (specifically including, but not limited to, the misdemeanor offenses of reckless and negligent driving).

Deputies shall not engage in a pursuit if there is a non-commissioned person in their Sheriff’s Office vehicle. Reserve Deputies shall not engage in a pursuit in either a primary or secondary role as a driver.

The decision to initiate a pursuit must be based on the deputy’s conclusion that the immediate or potential danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large. Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include but are not limited to:

a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.
Vehicle Pursuits:

b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risk to deputies, innocent motorists and others.

c) The safety of the public in the area of the pursuit, including:
   i. Type of area (rural, urban, residential, retail, commercial, etc.)
   ii. Time of day
   iii. The volume of vehicular and pedestrian traffic
   iv. Vehicle speeds
   v. Road and weather conditions
   vi. Visibility and illumination
   vii. Road and weather conditions
   viii. The speed of the pursuit relative to these factors

d) The pursuing deputy's familiarity with the area of the pursuit.

e) The quality of radio communications between the pursuing vehicles and the dispatcher/supervisor.

f) The driving capabilities of the pursuing deputy, and their police vehicles, under the conditions of the pursuit.

g) The likelihood of successful apprehension.

h) Whether the identity of the suspect or vehicle registration has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

i) The safety of passengers in the suspect's vehicle.

j) The suspect's threat to the life of others.

k) The availability of other resources, such as air support assistance.

Once the decision has been made to engage in a pursuit, these factors shall continue to be given careful consideration in determining the maximum safe speed at which the deputies’ vehicle may travel throughout the pursuit and whether to continue the pursuit. The need for apprehension must be constantly weighed against the potential danger created by the pursuit.

All deputies participating in a pursuit shall immediately advise dispatch that they are in a pursuit.

315.5 TERMINATING PURSUITS

The decision to pursue or terminate the pursuit will rest with the pursuing deputies up to the point that the supervisor becomes aware of the situation. At the time, the supervisor and the pursuing deputies each have an obligation to terminate the pursuit whenever the objective circumstances known to the deputy or supervisor indicate that it is no longer justified or it is unreasonable to continue.
Vehicle Pursuits:

When a supervisor directs the pursuit to be terminated, deputies will immediately terminate the pursuit. Once a decision has been made to terminate a pursuit, deputies are to pull their vehicle over, stop, and broadcast their stop location.

The factors listed in this policy regarding when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Deputies and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The identity of the suspect has been determined and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(b) The distance between the pursuing unit(s) and the eluding vehicle is such that continuing pursuit would require speeds endangering either public, deputy(s), or suspect(s).

(c) Pursuit driving maneuvers exceed performance capabilities of the police vehicle or pursuing deputy(s).

(d) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive or the pursing vehicles emergency lighting equipment becomes partially or completely inoperable.

(e) The pursuing deputy(s) is unable to notify dispatch of the reason for the pursuit; the suspect vehicle description and occupant information; the deputy(s) own unit identification, location, speed, direction of travel, traffic and road conditions, and other vital safety information necessary to enable the supervisor to make timely decisions about continuing or terminating the pursuit.

(f) The suspect goes the wrong way on a freeway, freeway ramp, divided highway, or one way street.

(g) The primary pursuing deputy advises the radio dispatcher of termination.

(h) The primary unit loses communication with dispatch or the pursuit supervisor.

Once a decision has been made to terminate a pursuit, deputies are to pull their vehicle over and stop. The primary deputy shall notify dispatch that the pursuit has been terminated and broadcast his or her stop location and last known suspect vehicle direction of travel. As soon as practical, grid searches may begin in an attempt to locate the vehicle.

315.6 PURSUIT VEHICLES

Only fully-marked, pursuit-rated police vehicles should be involved in a pursuit.

Fully-marked police motorcycles, Sheriff's Office 4x4 vehicles, and pick-ups equipped with emergency light(s) and siren may be involved in a pursuit only until a fully-marked, pursuit-rated police vehicle arrives to take over the pursuit.
**Vehicle Pursuits:**

Upon arrival, fully-marked, pursuit-rated police vehicles shall assume the primary and secondary roles. Other units shall assume support roles if needed or requested by pursuing deputy(s) or pursuit supervisor.

Sheriff's Office vehicles not equipped with emergency light(s) and siren shall not be involved in a pursuit.

No more than one police vehicle shall be assigned to the primary role and no more than two police vehicles shall be assigned to secondary role in any pursuit, except when coordinating a PIT Maneuver, in which case there shall be no more than three police vehicles assigned to the secondary role, unless specifically requested by the pursuit supervisor.

315.6.1 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing deputy will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

Upon initiating a pursuit, the primary pursuing deputy shall immediately activate the emergency lights and siren, advise the radio dispatcher of the pursuit, request priority radio traffic, and as soon as practicable provide dispatch with all of the following information:

(a) Unit identification.

(b) The specific reason for the pursuit.

(c) The location, direction of travel, estimated speed of the suspect’s vehicle, and the fleeing suspect’s driving behavior.

(d) A description of the suspect’s vehicle including the license plate number, if known.

(e) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(f) The number of occupants in the suspect vehicle and identity or description.

(g) The weather, road, and traffic conditions.

(h) The need for any additional resources or equipment.

(i) The identity of other law enforcement agencies involved in the pursuit.

The supervisor will terminate the pursuit immediately if the primary pursuing deputy fails to provide any of the above information.

Until relieved by a supervisor or a secondary pursuing deputy, the deputy in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing deputy should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to the deputy in the secondary pursuit vehicle (or to air support joining the pursuit) to minimize distractions and allow the primary pursuing deputy to concentrate foremost on safe pursuit tactics.
Vehicle Pursuits:

The pursuit will be terminated if the danger to the public, the pursuing deputy(s), or the suspect outweighs the necessity for immediate apprehension.

315.6.2 SECONDARY PURSUING UNIT RESPONSIBILITIES
Upon joining the pursuit, the secondary pursuing unit will immediately notify the radio dispatcher that they have assumed the secondary role. The secondary pursuing unit shall maintain a safe distance behind the primary pursuing unit and the eluding vehicle.

Unless impractical to do so, the secondary pursuing unit shall assume primary responsibility for radio communication and update the dispatcher and supervisor on the status of the pursuit throughout the duration of the pursuit.

If the primary pursuing unit is unable to continue in pursuit, the secondary pursuing unit may assume the primary role.

315.6.3 PURSUIT SUPERVISOR RESPONSIBILITIES
It is the policy of the Snohomish County Sheriff’s Office that available supervisory and management control will be exercised over all motor vehicle pursuits involving Snohomish County Sheriff’s Office deputies.

Upon notification of a pursuit, the supervisor shall assume supervisory command of the pursuit and will direct or change the tactics of the pursuit as needed. The supervisor in command of the pursuit shall be responsible for coordinating the resources necessary to end the pursuit as quickly as possible by the most safe and effective means available.

The field supervisor will be responsible for the following:

(a) Acknowledging by radio that they are aware of the pursuit initiation.

(b) Immediately ascertaining all reasonably available information.

(c) Continuously assess the situation and risk factors associated with the pursuit to ensure that the pursuit is conducted within established agency guidelines.

(d) Ensuring the radio frequency is closed or frequencies are patched, as needed.

(e) Coordinating and approving all police vehicles and tactics employed in the pursuit whenever possible.

(f) Ensuring that the primary pursuing unit broadcasts the required information.

(g) Constantly evaluating whether to allow the pursuit to continue.

(h) The pursuit supervisor should refrain from assuming a primary or secondary pursuit role whenever possible.

1. The pursuit supervisor who is in either of these roles shall pass that role on to assisting deputies as soon as possible.

2. If a supervisor is in the pursuit they need to request another supervisor to assume the role of pursuit supervisor in order to have an independent assessment of the pursuit.
Vehicle Pursuits:

(i) The pursuit supervisor may order the termination of a pursuit at any time and shall terminate the pursuit when the risk to the public, deputy(s), or suspect(s) outweighs the benefit of immediate apprehension.

(j) If a collision or qualifying use of force occurs, ensure that a thorough investigation is conducted by:

1. Responding to the incident scene and ensure that a thorough investigation is completed. This should include but is not limited to digital images or recordings, diagramming, witness statements and recordings.

2. Notifying Major Crimes/SMART and/or CIU (despite jurisdiction) when injury or death occurs to anyone, or extensive damage to any piece of property or vehicle.

3. Utilizing other units/assistance as deemed necessary.

(k) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this office.

315.7 REGIONAL CONTROL

The current field supervisor of the precinct within whose boundaries the pursuit is initiated shall have supervisory responsibility of the pursuit and any Sheriff’s Office personnel involved. The field supervisor shall terminate the pursuit if, in his/her judgment, it is inadvisable to continue. The supervisor may also direct or redirect the primary or secondary units in the course of the pursuit.

It shall be the field supervisor’s duty to assess the pursuit and make the decision as to continue or terminate the pursuit. It shall also be the supervisor’s decision to involve additional units, request an Office helicopter, or assistance from other jurisdictions.

315.8 PURSUIT PREVENTION AND INTERVENTION METHODS

Pursuit prevention and intervention methods are an attempt to prevent or terminate the ability of a suspect to flee in a motor vehicle through application of technology and techniques such as PIT, stop sticks, roadblocks, blocking-in and ramming.

Unless authorized by this policy, a deputy shall seek approval from a supervisor before employing any prevention or intervention method to stop a vehicle. In deciding whether to use prevention or intervention methods, deputies/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each method to the public, the deputy and persons in or on the pursued vehicle. With this in mind, the decision to use any of these methods should be reasonable in light of the circumstances apparent to the deputy at the time of the decision.

Any method, depending upon the conditions and circumstances under which it is used, may present dangers to the deputy(s), the public or anyone in or on the vehicle being pursued. Certain applications of these methods may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Deputies shall consider these facts and requirements prior to deciding how, when, where and if a method should be employed.
Vehicle Pursuits:

Firing at fleeing vehicles is generally ineffective and the potential hazards are great. Any use of firearms shall be in accordance with current laws and Section 304.1.3 of the Office Manual. Deputies shall also comply with the terms, language, and provisions of policy 300 (Use of Force) of the Office Manual. Deputies shall not shoot at or from moving vehicles, except as a last resort when deadly force is authorized.

315.8.1 METHODS OF PREVENTION AND INTERVENTION:
This policy recognizes five (5) methods: pursuit immobilization technique (PIT), blocking-in post PIT, stop sticks, roadblock, and ramming.

(a) This policy recognizes five (5) methods: pursuit immobilization technique (PIT), blocking-in post PIT, stop sticks, roadblock, and ramming. Only fully-marked police vehicles should be used in pursuit immobilization technique (PIT), blocking in post PIT, roadblock, stop sticks and ramming. Unmarked vehicles being operated by uniformed personnel may deploy stop sticks.

(b) Deputies intending to use any of these methods shall whenever possible:
   1. Advise the supervisor and other involved deputy(s) of intent, and
   2. Describe and give location where the method is to be executed.

315.8.2 PURSUIT IMMOBILIZATION TECHNIQUE (PIT)
a) The Pursuit Immobilization Technique (PIT) is a method to reduce risks in bringing pursuits to a conclusion.

b) PIT may be used on offenders whose actions indicate a disregard for the safety of the deputy or the public and are refusing to stop when directed to do so by a law enforcement officer.

c) In these instances, PIT may be used under the following conditions:
   1) After less intrusive methods have been tried or considered and have been judged to be ineffective.
   2) When the totality of the circumstances required immediate intervention to stop a fleeing suspect vehicle.

d) PIT at 40 miles per hour and under may be executed at the discretion of the pursuing deputy.

e) PIT over 40 miles per hour requires supervisory approval.

f) It is important that the site be assessed when considering the use of PIT. Prior to executing a PIT maneuver, deputies shall consider features in the surrounding area, including, but not limited to:
   1) Blind curves (PIT works best in curves but should not be executed when the deputy believes that visibility is significantly compromised)
   2) Bridge abutments
   3) Major obstacles on road sides
Vehicle Pursuits:

4) Oncoming traffic
5) Pedestrians

g) It is important that the vehicles involved be assessed when considering the use of PIT. Prior to executing a PIT maneuver, deputies shall consider the following factors:

a. Type of vehicle driven by the deputy
b. Type of vehicle driven by the suspect (Deputies will not execute a PIT when pursuing a motorcycle or trike)
c. Number/type of passengers in the suspect vehicle

h) Deputies intending to use a PIT maneuver shall, whenever possible:

a. Advise supervisor and other involved deputies/officers of intentions
b. Describe and give location where the maneuver is to be executed

i) Deputies are not authorized to execute PIT maneuvers until successful completion of the Snohomish County Sheriff's Office PIT training program, or the equivalent, as approved.

j) Deputies executing a PIT maneuver shall comply with policy 300, Use of Force Reporting

315.8.3 BLOCKING-IN POST PIT

a) During a vehicle pursuit, the pursuing units may use the method of blocking in post pit to prevent further flight of the suspect vehicle only after the application of a successful PIT and the suspect vehicle has come to a stop.

b) Deputies shall not attempt a blocking maneuver if the suspects' vehicle becomes mobile again.

c) Deputies are not authorized to execute a blocking-in post PIT maneuver until successful completion of the Snohomish County Sheriff's Office PIT training and blocking-in program.

d) Deputies intending to use a blocking-in post PIT maneuver should, whenever possible, advise the supervisor and other involved deputies/officers of their intentions.

315.8.4 ROADBLOCKS

a) Use of roadblocks or forcing a fleeing vehicle off the road shall only be used with the approval of the involved pursuit supervisor.

b) If a roadblock is deemed necessary, no private vehicles will be used.

c) Occupied vehicles shall not be used in roadblocks. Roadblocks shall not be used without leaving a substantial stopping distance or turn out area for the pursued.

315.8.5 STOP STICKS

a) A deputy may request the use of stop sticks when a deputy is engaged in a pursuit, consistent within the guidelines outlined in this policy, to shorten the pursuit and assist in the apprehension of the suspect.
Vehicle Pursuits:

b) The use of stop sticks does not require prior supervisor approval.
c) Only deputies trained in the use of stop sticks may deploy them.
d) The stop sticks should only be used to stop a fleeing motorcycle, or other two-wheeled vehicle, when deadly force is authorized.
e) When deploying stop sticks:
   1) Appropriate locations must be selected. Deputies should be aware of:
      - Good sight distance
      - Safe location for deputy deploying the stop stick
      - Bridges
      - Curves
      - Pedestrians
      - Major obstacles on road sides
      - Oncoming traffic
   2) The deputy deploying the stop stick should do so from a position of safety.
f) The deputy deploying the stop stick must advise the pursuing units of the exact location of the deployment.
g) Pursuing deputies must leave enough distance between themselves and the suspect vehicle as to allow time for the deploying deputy to remove the stop sticks (if needed) and pass the deployment location safely.
h) Every effort should be made to prevent uninvolved motorists from running over the stop stick.
   1) If an uninvolved motorist does run over the stop stick, the driver should be contacted as soon as possible to explain the situation and explain the procedure for filing a claim against the county.
i) The use of stop sticks is permissible to disable an identified suspect from fleeing, such as part of an operational plan (e.g. placing them under the suspect’s vehicle tires prior to the service of a search warrant).

315.8.6 RAMMING
Ramming a vehicle should be done only after other reasonable less intrusive methods have been tried or considered and have been judged to be ineffective.

This method should be reserved for situations where there does not appear to be another reasonable alternative. When ramming is to be used as a means to stop a vehicle or prevent a vehicle from fleeing, the following factors should be present:

(a) When possible a supervisor has given approval.
Vehicle Pursuits:

(b) The suspect is an actual or suspected felon who reasonably appears to represent a serious threat to the public if not apprehended.

(c) The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.

(d) If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

315.9 INTERJURISDICTIONAL PURSUITS

Pursuits Initiated by Snohomish County Deputies:

a) Pursuits Leaving Snohomish County

1) Should a pursuit initiated by a deputy enter the jurisdiction of another law enforcement agency, the primary unit shall request that dispatch advise the affected agency and may request their assistance.

2) If/When the affected agency provides adequate backup assistance to the primary unit, and communications are established between the affected agency and the primary unit, all SCSO units except the primary unit and one back-up unit shall discontinue the pursuit.

b) Pursuits Entering Snohomish County

1) Deputies engaging in pursuits which are initiated by another agency and enter the jurisdiction of the Snohomish County Sheriff’s Office shall be guided by our office policies.

2) Supervisor approval is required to assist directly with another agency’s pursuit.

c) Pursuits by Other Jurisdictions

1) Deputies shall not become involved in pursuits initiated by another agency and within that agency’s jurisdiction unless specifically requested to do so by the agency, and only if it is within our pursuit policy. Supervisor approval is required.

2) Notification that another agency is in pursuit shall not be construed to infer that assistance is required.

3) Deputies may assist with providing stop stick assistance to another jurisdiction, even when the pursuit does not meet our requirements for joining the pursuit.

i. Deputies must get their supervisor’s approval to assist with placing stop sticks for other agencies, unless the Sheriff’s Office involvement in the pursuit has already been approved.

ii. Deputies must communicate to the other agency in advance of the placement of the stop stick.

315.10 PURSUIT TACTICS
Vehicle Pursuits:

315.10.1 SIREN USAGE
The primary and secondary pursuing units shall use emergency lighting and audible (siren/horn) equipment while engaged in the pursuit. Primary and secondary units should consider using different siren modes.

315.10.2 DRIVING
a) All units participating in a pursuit shall approach and clear controlled intersections with the appropriate amount of caution as to clear the intersection safely.

b) Passing a primary or secondary pursuing deputy shall be prohibited unless specifically requested to do so by the primary or secondary unit.

c) Support units may use "paralleling" as a tactic when assisting in a pursuit.

315.10.3 UNWILLING OCCUPANTS, SUSPECT VEHICLE
a) Deputies should be aware that all vehicle occupants may not be willing participants (i.e., infants, children, hostages, etc.).

b) Deputies must consider the risk to "unwilling participants" when deciding to continue the pursuit or when applying apprehension techniques.

c) Information regarding probable "unwilling participants" shall be broadcast as soon as possible.

315.10.4 K-9 UNITS
On-duty K-9 units should be advised of any pursuit in progress, however whenever possible, should not be directly involved in a primary or secondary role to the pursuit.

315.10.5 AIRCRAFT
a) Any time an aircraft is available to assist in a pursuit, the following guidelines shall apply:
   1) Upon crew acknowledgement that the suspect vehicle is in view, the aircraft shall assume the primary pursuit unit responsibilities until apprehension or relieved by the pursuit supervisor.
   2) All ground units should immediately reduce speed and continue in a support role.

b) Aircraft crew shall coordinate and assign ground support perimeter.
   1) Aircraft crew shall continually advise ground units of suspect vehicle location and approximate speed.

c) The aircraft shall maintain a safe altitude to allow the crew to observe the suspect vehicle.

315.10.6 SUSPECT APPREHENSION
a) Deputies are encouraged to use "high risk" techniques when appropriate.

b) Assisting units should attempt to stop pedestrian and vehicular traffic in the area.

c) All units should always attempt to avoid potential "cross-fire" situations.
Vehicle Pursuits:

315.11 REPORTING AND REVIEW PROCEDURES
a) Formal reporting and review of all pursuits is mandatory. Annually, the Sheriff or his designee shall conduct a review and analysis of all vehicle pursuits.

b) The radio recording(s) from all Dispatch/Communications shall be reviewed. An audible recording of all communications shall be attached to the review file for review.

c) All reports regarding vehicle pursuits shall be reviewed by the respective lieutenant within 30 days of the incident or in accordance with the monthly Driving Review Board meetings. The review shall utilize the Pursuit Review and Commander’s Summary Report. The Commander’s Summary will be reviewed monthly by the Driving Review Board. The intent of this administrative review is to evaluate the circumstances surrounding the pursuit in an effort to identify training needs and/or policy compliance.

1) Any time a Sheriff’s Office employee becomes involved in a pursuit, whether initiated by our agency or in the assistance of another agency, to include those pursuits that end in termination, the involved employee(s) and the direct supervisor shall document their actions in a Sheriff’s Office Case Report.

2) All Sheriff’s Office Case Reports generated in compliance with C1. (above) shall also require the completion of a Commander’s Summary Report.

3) Separate use of force used within the incident shall be documented using the Miscellaneous/Use of Force Report.

4) All personnel involved in the pursuit from its inception to its termination shall complete written reports that document their involvement and/or actions.
Deputy Response to Calls

316.1 PURPOSE AND SCOPE
This policy provides deputies with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

316.2 POLICY
It is the policy of this office to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

316.3 RESPONSE TO CALLS
Deputies responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

316.3.1 EMERGENCY CALLS
Deputies responding to an emergency call shall proceed immediately as appropriate and shall operate the emergency vehicle lighting and siren as required by law (RCW 46.61.035).

Deputies should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.
(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.
(c) When immediate assistance is requested by a deputy or other law enforcement agency.

If a deputy believes an emergency response to any call is appropriate they may do so in accordance with RCW 46.61.035. Deputies not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

316.4 SAFETY CONSIDERATIONS
Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the deputy may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (RCW 46.61.035):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
(b) Exceed the speed limit.
(c) Disregard regulations governing parking, direction of movement or turning in specified directions.

316.5 SUPERVISOR RESPONSIBILITIES
Upon being made aware that an emergency response has been initiated, the field supervisor shall verify that:

(a) No more than those deputies reasonably necessary under the circumstances are involved in the response.
(b) Affected outside jurisdictions are being notified as necessary.

The field supervisor should monitor the response until it has been stabilized or terminated and may assert control by directing deputies into or out of the response, as necessary. If, in the supervisor's judgment, the circumstances require additional deputies to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment is inappropriate due to the circumstances. When making the decision to terminate an emergency response, the field supervisor should consider:

(a) The type of call or crime involved.
(b) The necessity of a timely response.
(c) Weather, traffic and road conditions.
(d) The location of the responding deputies and the location of the incident.
Canine

319.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of canines to augment law enforcement services to the community including, but not limited to, locating individuals, contraband and apprehending criminal offenders.

319.2 MISSION
It is the Sheriff's Office mission to develop and maintain highly trained and well-disciplined canine teams that are capable of maximum operational utilization and are applied in objectively reasonable circumstances. The use of trained law enforcement police service dogs represents a valuable supplement to the Sheriff’s Office mission of criminal apprehension, crime prevention, evidence location, officer safety, and community relations.

319.3 ASSIGNMENT
Canine teams should be assigned to assist and supplement Patrol, primarily in an assist or cover assignment. However, they may be assigned by the shift supervisor to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time and then only with the approval of the shift supervisor.

319.3.1 CANINE UNIT POSITIONS

Canine LIEUTENANT
The Canine Lieutenant will oversee the Canine Unit and its operation. In the absence of the Canine Unit Sergeant, the Canine Lieutenant will be called upon to perform the duties and responsibilities of the Canine Sergeant.

Canine SERGEANT
The Canine Sergeant is responsible for the following:

(a) Maintaining and scheduling a training program in coordination with the Training Officer. The Canine Sergeant is responsible for the evaluation and performance of the Canine Unit.

(b) Maintaining records and statistics in coordination with the Training Officer, preparing an annual budget, and submitting reports as required.

(c) Management of public Canine appearances and demonstrations.

Primary investigator for Canine bites [use of force] reports.

Canine TRAINER
The Canine Trainer is selected from among the unit handlers by the Canine Sergeant. The Canine Trainer will be under the direct supervision of the Canine Sergeant.

The Canine Trainer is responsible for the following:

(a) Maintain the training program and coordinate in-service training for the unit.
(b) Provide a written survey report to the Canine Sergeant of prospective police dogs.
(c) Provide a medical report, from a qualified Veterinarian, to the Canine Sergeant of prospective police dogs.
(d) The Canine Trainer is eligible to receive FTO pay.

319.4 CANINE HANDLER
The Canine Officer’s primary duty is the application of the police service dog in support of patrol.

Functional Duties:

(a) Maintain required standards of proficiency for the assigned dog through training.
(b) Care for and maintain assigned dog in their home.
(c) Provide for medical care and treatment of their assigned dog.
(d) Prepare and submit to the Canine Unit Sergeant all appropriate reports and logs pertinent to their daily, weekly, and monthly activities.
(e) Remain current with Washington State Canine law.

Performance Duties:

(a) Locating criminal suspects that otherwise would not be brought to justice
(b) Suspect apprehension for fleeing or concealed suspects
(c) Building searches
(d) Area searches
(e) Evidence searches
(f) Officer protection
(g) Psychological deterrent to suspect aggression
(h) Drug detection
(i) Searching for lost/missing persons- at the discretion of the Canine Handler
(j) A valuable supplement to patrol activities as a first responder

319.5 OUTSIDE AGENCY REQUEST
All requests for canine assistance from outside agencies must be approved by the Patrol Supervisor. SCSO police service dogs may be utilized and deployed following an approved request for assistance from another law enforcement agency. Canine teams shall not be used for any assignment that is not consistent with this policy. The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

319.6 PUBLIC DEMONSTRATIONS
All public requests for a canine team shall be reviewed and, if appropriate, approved by the Sergeant supervising the unit prior to making any resource commitment.

319.7 CONSIDERATIONS FOR DEPLOYMENT
The canines primary purpose is that of a locating tool.

A police service dog may be deployed under any of the following circumstances:

(a) To apprehend a fleeing criminal suspect when the canine handler reasonably believes that probable cause exists to arrest the suspect for a crime.

(b) To locate and apprehend hidden suspects when it would be unsafe for officers to proceed into the area.

(c) To locate, apprehend, or control suspects (at handlers' discretion), evidence, or other contraband.

(d) For the protection and/or safety of the handler, the police service dog, other officers or persons.

(e) To search for lost persons (at handler’s discretion), evidence, or other contraband.

(f) For drug detection.

All deployments shall be on-lead, unless officer safety concerns arise as determined by the handler. One such consideration shall be the safety of the public at-large and bystanders.

The final decision to deploy a police dog shall rest with the handler based on his/her knowledge of the capabilities of their dog. A handler will not, however, deploy his/her police dog against the orders of the supervisor in charge of a specific police operation.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine. Such incidents shall be documented in the appropriate report.
319.8 CANINE USE OF FORCE
Upon the location of the suspect, a use of force by either the handler or the dog may or may not be necessary.

The application of a canine as a use of force is governed by both state and federal case law. The use of force must be analyzed under the objectively reasonable test taking into consideration the totality of the circumstances using the information known to the deputies at the time of the incident.

A three prong test should be used to satisfy and justify a canine use of force:

(a) The severity of the crime at issue
(b) Whether the suspect poses an immediate threat to the safety of the law enforcement officers (or) others;
(c) Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should command the canine to disengage from the suspect as soon as it becomes reasonably practicable.

319.9 WARNINGS AND ANNOUNCEMENTS
A clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to the application of a canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

319.10 REPORTING DEPLOYMENTS, BITES, AND INJURIES
Whenever a canine causes a bite or injury to any person, on or off duty, an on duty supervisor should be promptly notified and the injuries documented in the appropriate report. The injured person shall be promptly evaluated by emergency medical services personnel and, if appropriate, transported to a medical facility for treatment. If the injured person is in custody he shall be transported to a medical facility and evaluated and/or treated for his injuries. The Canine Sergeant should be notified of any dog bite, or injury caused by a police dog, at the earliest possible convenience. Email is considered proper notification of the Canine Sergeant.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and the alleged injury shall be documented in the appropriate report.

In the event of a canine causing injury to any person, on or off duty, the canine handler shall prepare an incident report (police report), a Canine Unit application report, and an SCSO Canine Contact and Bite Review Report.

The Canine Sergeant shall review every SCSO Canine use of force, bite, and any other injury caused by an SCSO police service dog.
Canine

Property damage caused by a police service dog will be documented on an incident report by the involved canine handler(s). This incident report will be reviewed by the Canine sergeant.

319.11 HANDLER SELECTION
Applicants for the position of canine handler must possess the following minimum qualifications:

1. Overall performance rating of “Meets Standard” or higher on the most recent performance evaluation.
2. Self-starter, self-disciplined, capable of performing with minimum supervision. Strong performance in communication skills, interpersonal skills and general law enforcement skills.
3. Ability to prepare comprehensive and well written reports.
4. Agree to serve as a canine handler for a minimum of three years or the working life of his police dog.
5. Agree to be available for callback assignment during off-duty hours.
6. Must not have other pets that will conflict with the police dog. If a conflict arises, the handler must be willing to give up the other animal.
7. Be physically fit. All applicants must pass a pre-interview, job related performance test. Applicants must be able to complete the required Handler Course and perform all of the physical requirements associated with the position.
8. Must be willing to cross train as a Drug Detection canine handler.

Canine handlers will be selected from one list of deputies who meet the criteria as outlined in the current labor contract. The selection process entails the following:

1. Each candidate must pass a job related practical performance test to qualify for a selection interview.
2. The test will consist of two pass/fail exercises:
   a. Take canine bite on protective sleeve.
   b. Obstacle course and run
3. Each candidate must successfully complete both phases of the test. All elements of the test will be demonstrated before testing.
4. The test will be conducted under the supervision of the Canine Trainer and the Canine Sergeant.
5. An oral board will interview all candidates for this position.

A peer evaluation will also be included in the scoring process.
319.12 INSPECTIONS
Annual inspections will be conducted by the Canine Unit sergeant. Additional canine inspections will be conducted on an annual basis at the time of the handler’s annual performance evaluation. The areas inspected will include the home kennel, issued canine equipment, vehicle storage, and canine medical status. The handler must pass all required inspections.

319.13 RECORD RETENTION SCHEDULE
The Canine Unit will retain training and statistical records for all current members of the unit. Canine Handlers will be responsible for monthly statistics and records. All canine handlers will keep his/her statistics, training records, and application reports current and up to date. The Canine Unit will retain training and statistical records for all current members of the unit. Records for members that leave the Canine unit will be retained according to current Washington State records retention requirements.

The Canine Unit handlers will maintain a record of total monthly activity. The report shall include a total of all statistical activity for the monthly period.

319.14 POLICE SERVICE DOG
All dogs accepted for training and use by the Canine Unit are the sole property of the Snohomish County Sheriff’s Office and shall be issued an ID number. The dog is subject to transfer between handlers to enhance the efficiency of the team and/or unit.

SELECTION CRITERIA: Dogs eligible to provide service to the Snohomish County Sheriff’s Office will meet the following criteria:

(a) Have proportionate lines harmonious with a straight solid back and shoulders.
(b) Be a minimum of 11 months of age.
(c) Teeth must pass veterinarian examination.
(d) Be x-rayed for hip dysplasia.

Before any dog is considered for police training, the Canine Sergeant and Canine Trainer will test and evaluate the dog as to its fitness for service. The purpose of pre-testing is to determine if the animal has any undesirable temperament characteristics that would adversely affect his serviceability. Pre-testing shall measure the following qualities for all dogs considered for service with the Snohomish County Sheriff's Office:

(a) Temperament
(b) Alertness
(c) Prey and defense drives
(d) Play and retrieving drives

All dogs must have a general physical examination to include fecal exam and DHL and rabies boosters. The physical examination is an important element in the pre-testing program.
For economic reasons dogs must successfully complete temperament testing and meet all other requirements prior to scheduling the physical exam.

319.15 CANINE IN PUBLIC AREAS
Canines will not be allowed to run unsupervised in public areas or areas accessible to the public. When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

319.16 CANINE INJURY AND MEDICAL CARE
In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the Canine Unit Sergeant or Lieutenant as soon as practicable and appropriately documented. All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. A veterinary examination report will be submitted to the Canine Sergeant by the handler.

319.17 TRAINING
Before assignment in the field, each canine team shall be trained and certified to meet current Criminal Justice Training Commission (CJTC) standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills (WAC 139-05-915).

319.17.1 CONTINUED TRAINING
Each canine team shall thereafter be recertified to current CJTC standards or other recognized and approved certification standards.

Mandatory maintenance training for patrol/apprehension dogs will be conducted as follows:

(a) Monthly-16 hours
(b) Training is crucial to the effectiveness of the Unit and ensured field readiness of the handlers and their dogs. All unit training is conducted on an in service basis. Handlers are available to respond to all radio calls requiring a Canine Unit.
(c) All training shall be conducted or approved by the Canine Trainer or Canine Sergeant.
(d) Any handler having a training related problem shall contact the Canine Unit Sergeant or Trainer as soon as the problem is noted.
(e) Canine teams will be continuously evaluated on their performance. The Canine Trainer will critique each canine team at the end of each training session.
Canine

(f) Canine Trainer requesting time off on a training day must have the request approved by the Canine Unit Sergeant. Canine Handlers are expected to meet industry standard 16 hours of training per month.

(g) In-service training records shall be recorded on a work station training report and forwarded to the Personnel Development Division’s Training Sergeant.

319.18 OFF DUTY RESTRICTIONS OF POLICE DOGS
Police service dogs will be housed in a secure kennel or enclosed area. Police service dogs will not be allowed to run unsupervised in public areas or areas accessible to the public, such as an unfenced yard.

While the police service dog’s handler is out of town, or not able to care for the daily needs, the police service dog will be cared for by either a Canine Handler, Canine Sergeant, an SCSO approved private kennel facility, or an immediate family member with whom the police service dog has bonded (i.e., spouse, children). Care of the police service dog by a non-canine member (i.e., spouse, children, etc.) requires prior approval by the Canine Sergeant.

Police service dogs are not pets and are not to be used for the following:

(a) To play with non-immediate family members (i.e., neighbors, friends, relatives).

(b) To play unsupervised with immediate family members (i.e., spouse, children, etc.).

(c) To play and intermingle with other non-family dogs (neighbor’s dog, friend’s dog, etc.).

(d) Any outside business enterprise (i.e., guard dog).

319.19 TRAINING AIDS
Training aids are required to effectively train and maintain the skills of canines. Deputies possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements regarding the same. Alternatively, the Snohomish County Sheriff’s Office may work with outside trainers with the applicable licenses or permits.

319.20 NARCOTICS DETECTION
A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The sniff of vehicles, buildings, bags and other articles.

(b) Assisting in the sniff for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

319.20.1 CONTROLLED SUBSTANCE TRAINING AIDS
Deputies acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and
Canine

federal laws. (21 USC § 823(f); RCW 69.50.302; RCW 69.50.508; WAC 246-887-200). The Sheriff or the authorized designee may authorize a member to allow controlled substances seized by the Snohomish County Sheriff’s Office to be possessed by the handler or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Sheriff or the authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics (Scent Logic).

319.20.2 CONTROLLED SUBSTANCE PROCEDURES
Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine’s accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training aids shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to Sheriff Authorization or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training aids will be inspected and weighed by the evidence unit quarterly. Testing of the controlled substance shall be at the discretion of the Evidence Supervisor.

(e) The results of the quarterly inspections shall be maintained by the Canine Sergeant.

(f) All controlled substance training aids will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle during transport and stored in an appropriate locked container.

(g) Any unusable controlled substance training samples shall be returned to the Evidence Unit or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon demand by the agency.

319.21 CANINE EQUIPMENT AND SUPPLIES
All handlers will maintain their issued equipment in a safe working condition. Any broken or malfunctioning equipment will be reported to the Canine Sergeant immediately. Purchase of supplies and equipment will be approved by the Canine Unit Sergeant.
Canine

Each handler will be furnished with the following equipment. This equipment will be maintained in proper condition.

(a) Muzzle, basket style and tracking – leather
(b) Leash, leather, scissors or snap, 6 foot
(c) Choke chain or “fur saver”
(d) Pooper scooper
(e) Water Hole water dish
(f) Pinch collar (optional training item, assigned as required)
(g) Rubber ball or “Kong” toy
(h) 2 Tracking leads, 30 foot
(i) Tracking lead, 50 foot
(j) Furminator brush for coat
(k) Two bowls
(l) Nail trimmer
(m) Camera
(n) Kennel (minimum of 6 x 10 x 6)
(o) Secure Storage. Drug Detection Canine's require specific training aids and secure storage of the training aids will require the use of a lockable safe.

319.21.1 CANINE HANDLER’S UNIFORM
The authorized uniform shall be an agreed upon by the Office and consistent with current DSA contract language. The canine uniform will be practical and durable. Canine handlers are authorized to wear a Canine Unit identification pin. The authorized pin consists of the letters “K-9” gold in color, 7/8” long and 3/8” high. The canine pin can be worn on the left lapel.

319.22 TRANSPORTATION OF PRISONERS AND THE GENERAL PUBLIC
Prisoners will not be transported in Canine Unit vehicles. While transporting passengers in the Canine Unit vehicle, they will be given instruction on proper conduct while in the vehicle.

319.23 DISPOSITION OF RETIRED POLICE SERVICE DOGS
Whenever a Canine Handler is transferred or otherwise leaves the Canine Unit, the dog assigned to that handler shall remain the property of the Snohomish County Sheriff’s Office and in the control of the Canine Unit. The Operations Captain, with input from the Canine Trainer, Canine Sergeant and/or the department veterinarian will determine the decision as to the serviceability of any dog in the Canine Unit. Dogs considered to be unserviceable and of no further value to the office may be released by the office.
If the dog is to be released from Canine Unit assignment, the person obtaining the dog will be required to sign a legal liability waiver releasing the County of Snohomish, the Snohomish County Sheriff’s Office and the Canine Unit and its personnel from all liability or responsibility for anything which concerns the dog from that date forward. All pedigree papers will be given to the person receiving the dog, with a copy being retained by the Canine Unit. The Office may require that retired dogs be neutered / spayed. The final canine handler of the canine scheduled for retirement will be afforded the 1st option to retain the animal following its release from active service to the Office.
Domestic Violence

320.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic violence through vigorous enforcement and to address domestic violence as a serious crime against society. The policy specifically addresses the commitment of this office to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic violence.

320.1.1 DEFINITIONS
Definitions related to this policy include:

Bodily Injury - Physical pain or injury, illness, or an impairment of physical condition.

Court order - All forms of orders related to domestic violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic Disturbance Incidents are: Any domestic disturbance incident involving “family or household” members as defined by law wherein, after thorough and diligent investigation, no probable cause to arrest exists and no arrests, citations or referrals are made. (i.e. disturbances and/or verbal arguments only involving no crime(s) or threats of harm to persons or property). Domestic disturbances where no p/c exists or arrests/referrals made are to be documented in an incident report.

Domestic Violence - As defined in RCW 26.50.010 (1), Domestic violence means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

320.2 POLICY
The Snohomish County Sheriff's Office’s response to incidents of domestic violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic violence is criminal behavior. It is also the policy of this office to facilitate victims’ and offenders’ access to appropriate civil remedies and community resources whenever feasible.

320.2.1 DEPUTY PROTECTION FROM LIABILITY
No deputy may be held criminally or civilly liable for making a domestic violence arrest if the deputy acts in good faith and without malice (RCW 26.50.140, 10.31.100 (12), and 19.99.070). Deputies who willfully fail to enforce the law are not immune from liability, the above statutes notwithstanding. Victims of domestic violence must receive equal protection under the law and it is the policy of the Snohomish County Sheriff’s Office that all deputies will be held accountable for any willful failure to enforce domestic violence laws.
Domestic Violence

320.3 OFFICER SAFETY

The investigation of domestic violence cases often places deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved.

320.3.1 MANDATORY ARRESTS

Deputies who respond to an incident of domestic violence shall arrest and take into custody, pending release on bail, personal recognizance, or court order, a person without a warrant when the deputy has probable cause to believe that:

(a) An order has been issued of which the person has knowledge under RCW 26.44.063, or Chapter 7.90, 10.99, 26.09, 26.10, 26.26, 26.50, or 74.34 restraining the person and the person has violated the terms of the order restraining the person from acts or threats of violence, or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location or, in the case of an order issued under RCW 26.44.063, imposing any other restrictions or conditions upon the person.

(b) A foreign protection order has been issued of which the person under restraint has knowledge and the person under restraint has violated a provision of the foreign protection order prohibiting the person under restraint from contacting or communicating with another person, or excluding the person under restraint from a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, or a violation of any provision for which the foreign protection order specifically indicates that a violation will be a crime.

(c) The person is sixteen years or older and within the preceding four hours has assaulted a family or household member and the deputy believes (RCW 10.31.100 (2)):

1. A felonious assault has occurred.
2. An assault has occurred which has resulted in bodily injury to the victim, whether the injury is observable by the responding deputy or not.
3. That any physical action has occurred which was intended to cause another person reasonably to fear imminent serious bodily injury or death. Bodily injury means physical pain, illness, or an impairment of physical condition.

320.3.2 DUAL ARRESTS

In responding to domestic violence incidents, deputies should generally be reluctant to make dual arrests. Deputies shall make reasonable efforts to identify the primary aggressor in any incident.
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The primary aggressor is the person determined to be the most significant, rather than the first aggressor. In identifying the primary aggressor, an deputy shall consider (RCW 10.31.100(2)(c)):

(a) The intent of the law to protect victims of domestic violence from continuing abuse.
(b) The comparative extent of injuries inflicted or serious threats creating fear of physical injury.
(c) The history of domestic violence between the persons involved.

320.3.3 RELEASE
Once a suspect has been arrested under the provisions of RCW 10.31.100(2) the suspect shall be taken to jail. Deputies have no authority to subsequently release the arrested person and any post incarceration release decision will be the responsibility of corrections personnel.

320.3.4 VICTIM’S RIGHTS
The deputy shall notify the victim of the their right to initiate a criminal proceeding in all cases where the deputy has not exercised arrest powers or decided to initiate criminal proceedings by citation or otherwise. The parties in such cases shall also be advised of the importance of preserving evidence (RCW 10.99.030(6)(a)).

320.3.5 PROTECTIVE ORDER VIOLATIONS
A willful violation of a no-contact provision of a court order is a criminal offense and shall be enforced accordingly to preserve the integrity and intent of the domestic violence act (RCW 26.50.110 (1)). A deputy shall arrest without a warrant and take into custody a person whom the deputy has probable cause to believe has violated a valid protective order (RCW chapter 7.90, 10.99, 26.09, 26.10, 26.26, or 74.34), or a valid foreign protection order that restrains the person or excludes the person from a residence, workplace, school, or day care, or prohibits the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, if the person restrained knows of the order. Presence of the order in the law enforcement computer-based criminal intelligence information system is not the only means of establishing knowledge of the order (RCW 26.50.110 (2)(2)).

320.4 INVESTIGATIONS
The following guidelines should be followed by deputies when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls with indications of Domestic violence.

(b) When practicable, deputies should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
Domestic Violence

(c) Deputies should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Unit in the event that the injuries later become visible, and document such request in the incident report.

(f) Deputies should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

(i) When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.

(j) Deputies should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

(k) Unless doing so would jeopardize the criminal investigation, the victim should be apprised of investigative plans such as when the suspect or witnesses are going to be interviewed and any plans for making an arrest.

320.4.1 HOSPITALIZED VICTIM
When responding to a medical facility regarding an injured person, deputies should make a reasonable attempt to determine whether the injury was a result of domestic violence prior to contacting the victim or person who reported the incident.

If domestic violence is suspected, contact should be made with the medical facility representatives out of the view and hearing of the victim and any potential suspects when practical.

320.4.2 IF A SUSPECT IS ARRESTED
If a suspect is arrested, deputies should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.
(b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.
(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

320.4.3 IF NO ARREST IS MADE
If no arrest is made, the deputy should:

(a) Advise the parties of any options, including but not limited to:
   1. Voluntary separation of the parties.
   2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
(b) Document the resolution in a report.

320.5 VICTIM ASSISTANCE
Victims may be traumatized or confused. Deputies should:

(a) Recognize that a victim’s behavior and actions may be affected.
(b) Provide the victim with the office domestic violence information handout, even if the incident may not rise to the level of a crime.
(c) Alert the victim to any available victim advocates, shelters and community resources.
Domestic Violence

(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.

(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.

(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the deputy determines that a need exists.

(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(h) Seek or assist the victim in obtaining an emergency order if appropriate.

320.5.1 PHOTOGRAPHS OF INJURIES
All visible injuries should be photographed regardless of severity and all victims shall receive proper medical care prior to being photographed, if needed or desired.

Victims whose injuries are not visible at the time of the incident shall be advised to contact the Investigation Unit, in the event they become visible. An investigator may be assigned to ensure the injuries are photographed during the course of preparing the case for court.

320.5.2 OTHER EVIDENCE
All injuries, whether observable or not, should be documented in the incident report. The emotional demeanor of the victim and suspect should be noted.

Deputies should impound all physical evidence that substantiates the victim's injuries and/or the crimes charged (e.g., weapons, torn clothing, and broken items).

Whenever possible, deputies should attempt to preserve the 9-1-1 tape of the call for assistance, particularly when the victim is the calling party.

320.6 DISPATCH ASSISTANCE
Deputies should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.

320.6.1 WRITTEN NOTICE TO VICTIMS
In all cases when a deputy responds to a domestic violence call, the deputy shall advise victims of all reasonable means to prevent further abuse, including advising each person of the availability of a shelter or other services in the community, and giving each person immediate notice of the legal rights and remedies available. The notice shall include handing each person a copy of the following statement (RCW 10.99.030(7)):

"IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, you can ask the city or County Prosecutor to file a criminal complaint. You also have the right to file a petition in superior, district, or municipal court requesting an order for protection from domestic abuse which could include any of the following: (a) An
order restraining your abuser from further acts of abuse; (b) an order directing your abuser to leave your household; (c) an order preventing your abuser from entering your residence, school, business, or place of employment; (d) an order awarding you or the other parent custody of or visitation with your minor child or children; and (e) an order restraining your abuser from molesting or interfering with minor children in your custody. The forms you need to obtain a protection order are available in any municipal, district, or superior court. Information about shelters and alternatives to domestic violence is available from a statewide twenty-four-hour toll-free hot line at (include appropriate phone number). The battered women's shelter and other resources in your area are . . . . . (include local information)"

320.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

320.7.1 RECORD-KEEPING RESPONSIBILITIES
All law enforcement agencies are required to maintain records on the number of domestic violence related calls reported to their agency. This information is to be reported to the Washington Association of Sheriff's and Police Chief's. It shall be the responsibility of the Records Manager to maintain and report this information as required (RCW 10.99.030).

320.8 VERIFICATION AND SERVICE OF COURT ORDERS
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.
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Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

320.9 STANDARDS FOR ARRESTS

Deputies investigating a domestic violence report should consider the following:

(a) The primary duty of deputies when responding to a domestic violence situation is to enforce the laws allegedly violated and to protect the complaining party (RCW 10.99.030(5)).

(b) When a deputy responds to a domestic violence call and has probable cause to believe that a crime has been committed, he/she shall make an arrest pursuant to the criteria in RCW 10.31.100 and RCW 10.99.030(6)(a).

(c) When a deputy has confirmed that a valid court order exists and has probable cause to believe the defendant has violated that order, the deputy shall make a physical arrest (RCW 10.99.055; RCW 10.31.100(a)(b)). Whenever a member of this office serves or assists in serving a court order and that service is completed, a return of service form shall be completed and submitted to the Washington Crime Information Center (WACIC).

320.10 REPORTS AND RECORDS

(a) Deputies responding to a domestic violence call shall take a complete offense report, including the disposition of the case (RCW 10.99.030(6)(b)).

(b) All such reports should be documented under the appropriate crime classification and should use the distinction “Domestic Violence” in the Type of Crime box of the crime report form (RCW 10.99.030(11)).

(c) Whenever there is probable cause to believe that a crime has been committed and unless the case is under active investigation, the Investigation Supervisor shall ensure that all domestic violence crime reports are forwarded to the County Prosecutor’s Office within 10 days of the date the incident was reported (RCW 10.99.030(9)).

(d) The Records Manager shall ensure that accurate records of domestic violence incidents are maintained and submitted to the Washington Association of Sheriffs and Police Chiefs (WASPC), in accordance with state law (RCW 10.99.030(12)).

320.11 COURT ORDERS

The Records Manager shall ensure that no-contact orders received from the court are entered into the WACIC or other applicable criminal intelligence information system for one year or until the expiration date specified on the order (RCW 10.99.040; RCW 10.99.050).
Search and Seizure

322.1 PURPOSE AND SCOPE
Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Snohomish County Sheriff's Office personnel to consider when dealing with search and seizure issues.

322.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to respect the fundamental privacy rights of individuals. Members of this office will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with relevant federal and state law governing the seizure of persons and property.

The Office will provide relevant and current training to deputies as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

322.2.1 SEARCH PROTOCOL
(a) Members of this office will conduct person searches with dignity and courtesy.
(b) Members of this office will conduct property searches in a manner that returns the condition of the property to its pre-search status as nearly as reasonably practical.
(c) Members of this office should attempt to gain keys to locked property when a search is anticipated and the time and effort required to gain the keys makes it a practical option.
(d) When the person to be searched is of the opposite sex of the deputy, a deputy of the like sex should be summoned to the scene to conduct the search.
(e) A search may be undertaken of a member of the opposite sex when it is not practical to summon a deputy of the like sex. In these instances the deputies will adhere to the following guidelines:
   1. A supervisor and/or one other deputy should witness the search, if practical.
   2. Deputies will use the back side of their hands and fingers to search sensitive areas of the opposite sex to include the breast, crotch and buttocks areas.
(f) The deputy will explain to the person being searched the reason for the search and how the deputy will conduct the search.

322.3 SEARCHES
The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:
Search and Seizure

(a) Valid consent
(b) Incident to a lawful arrest
(c) Legitimate community caretaking interests
(d) Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this office is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

322.3.1 RESIDENCE
Absent a valid search warrant, exigent circumstances, or valid consent, every person has a reasonable expectation of privacy inside his/her home. Individuals do not, however, generally have a reasonable expectation of privacy in areas around their home where the general public (e.g., mail carriers and solicitors) would reasonably be permitted to go.

322.3.2 PLAIN VIEW
Because an individual does not have an expectation of privacy as to items that are in plain view, no search has taken place in a constitutional sense when an object is viewed from a location where the deputy has a right to be.

An item in plain view may generally be seized when all of the following conditions exist:

(a) It was viewed from a lawful location.
(b) There is probable cause to believe that the item is linked to criminal activity.
(c) The location of the item can be legally accessed.

It is important to note that the so-called "Nexus Rule" requires that even items in plain view must not be seized unless there is probable cause to believe that the item will aid in an investigation. Such a nexus should be included in any related reports.

322.3.3 EXIGENT CIRCUMSTANCES
Exigent circumstances permitting entry into premises without a warrant or valid consent generally include any of the following:
Search and Seizure

(a) Imminent danger of injury or death.
(b) Serious damage to property.
(c) Imminent escape of a suspect.
(d) The destruction of evidence.

An exigency created by the deputy’s own conduct as an excuse for a warrantless entry is not generally permitted.

322.3.4 RESTRICTIONS ON CELL SITE SIMULATOR USE
A member may only install or use a pen register, trap and trace device or cell site simulator device with a supporting court order or when there is both coordination with a prosecuting attorney and joint determination of probable cause to believe an emergency situation exists that involves immediate danger of death or serious bodily injury to a person. A court order must be obtained within 48 hours after installation of the pen register, trap and trace device or cell site stimulator device when an emergency situation exists (RCW 9.73.260).

322.4 DOCUMENTATION
Deputies are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

(a) Reason for the search
(b) Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
(c) What, if any, injuries or damage occurred
(d) All steps taken to secure property
(e) The results of the search, including a description of any property or contraband seized
(f) If the person searched is the opposite sex, any efforts to summon a deputy of the same sex as the person being searched and the identification of any witness deputy

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and office policy have been met.
Temporary Custody of Juveniles

324.1 PURPOSE AND SCOPE
This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Snohomish County Sheriff's Office (42 USC § 5633).

324.1.1 DEFINITIONS
Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

**Juvenile offender** - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or a juvenile who has violated RCW 9.41.040(2)(a)(iv) by possessing a handgun (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of a deputy or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.
- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when an unsecure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

**Sight and sound separation** - Located or arranged to prevent physical, visual or auditory contact.
Temporary Custody of Juveniles

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation or truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

324.2 POLICY
The Snohomish County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Snohomish County Sheriff's Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release. Non-remanded juveniles will be held in a non-secure custody manner in Sheriff's Office facilities.

324.2.1 CONSTITUTIONAL RIGHTS ADVISEMENT
In any case where a juvenile is taken into temporary custody, the juvenile should be promptly advised of his/her constitutional rights to ensure the admissibility of any spontaneous statements, whether or not questioning is intended.

324.3 JUVENILES WHO SHOULD NOT BE HELD
Juveniles who exhibit any of the following conditions should not be held at the Snohomish County Sheriff's Office:

(a) Unconscious
(b) Seriously injured
(c) A known suicide risk or obviously severely emotionally disturbed
(d) Significantly intoxicated
(e) Extremely violent or continuously violent

Deputies taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

These juveniles should not be held at the Snohomish County Sheriff's Office unless they have been evaluated by a qualified medical and/or mental health professional.

If the deputy taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

324.3.1 NON-CONTACT REQUIREMENTS
There shall be no contact, including visual or audible, between juveniles held in temporary custody (either non-secure or secure detention) and adult prisoners who are detained in the jail or any other secure holding area.

Contact between juveniles in temporary custody, both secure and non-secure, and adult prisoners shall be restricted as follows:
(a) There will be no communication between the juvenile and adult prisoners allowed.

(b) If an adult prisoner, including an inmate worker, is present with the juvenile in the same room or area, an Snohomish County Sheriff's Office employee trained in the supervision of inmates shall maintain a constant side-by-side presence with either the juvenile or adult prisoner to assure there is no communication between the juvenile and adult prisoner.

(c) Situations in which a juvenile and adult prisoner may be in the same room or corridor shall be limited to:
   1. Booking.
   2. Medical screening.
   3. Inmate worker presence while performing work necessary for the operation of the Snohomish County Sheriff's Office such as meal service and janitorial service.
   4. Movement of persons in custody within the Snohomish County Sheriff's Office.

324.4 CUSTODY OF JUVENILES
Deputies should take custody of a juvenile and temporarily hold the juvenile at the Snohomish County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the Snohomish County Sheriff's Office without authorization of the arresting deputy's supervisor or the Watch Commander.

Any juvenile taken into custody shall be released to the care of the juvenile’s parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Snohomish County Sheriff's Office (42 USC § 5633; RCW 13.04.116(b)).

324.4.1 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Snohomish County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (42 USC § 5633).

324.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (42 USC § 5633).
Temporary Custody of Juveniles

324.4.3  CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Snohomish County Sheriff's Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally, juvenile offenders may be taken into custody under the following circumstances (RCW 13.40.040(1)):

(a) Pursuant to a court order.
(b) Without a court order, by a deputy if grounds exist for the arrest of an adult in identical circumstances.
(c) When his/her parole has been suspended.

324.4.4  LIMITATIONS ON RELEASE OF JUVENILE OFFENDERS
Juveniles should be referred to the appropriate juvenile authority and not released to a parent or guardian when there is probable cause to believe the juvenile (RCW 13.40.040(2)):

(a) Will likely fail to appear for further proceedings.
(b) Needs protection from him/herself.
(c) Is a threat to community safety.
(d) Will intimidate witnesses or otherwise unlawfully interfere with the administration of justice.
(e) Has committed a crime while another case was pending.
(f) Is a fugitive from justice.
(g) Has had his/her parole suspended or modified.
(h) Is a material witness.

324.4.5  MONITORING OF JUVENILES
A juvenile in custody shall constantly be monitored during the entire detention. An in-person visual inspection shall be done to ensure the welfare of the juvenile and shall be conducted at least once each 15 minutes, on an unscheduled basis, until the juvenile is released. This inspection shall not be replaced by video monitoring. This inspection shall be conducted by the arresting deputy and the visual inspection shall be logged on the Inspection Log.

More frequent visual inspections should be made as circumstances dictate as in the case of an injured or ill juvenile being detained, or if specific circumstances exist such as a disciplinary problem or suicide risk. In such instances the supervisor shall be fully informed about the special circumstances in order to evaluate continued detention of such a juvenile. Copies of Juvenile Custody Logs may be attached to the incident report and shall be turned into the Precinct Commander or his/her designee at the end of each month.
Temporary Custody of Juveniles

324.4.6 FORMAL BOOKING
No juvenile shall be formally booked without the authorization of the arresting deputy's supervisor, or in his/her or her absence, the Watch Commander.

Any juvenile, 14-years of age or older, who is taken into custody for a felony, or any juvenile whose acts amount to a sex crime, may be booked, fingerprinted, and photographed.

For all other acts defined as crimes, juveniles may be booked, fingerprinted, or photographed upon the approval from the on duty supervisor, giving due consideration to the following:

(a) The gravity of the offense.
(b) The past record of the offender.
(c) The age of the offender.
(d) The offender meets intake criteria established by DYC Staff.

324.4.7 DISPOSITIONS

(a) Any juvenile not transferred to a juvenile facility shall be released to one of the following:

1. Parent or legal guardian.
2. An adult member of his/her immediate family.
3. An adult person specified by the parent/guardian.
4. An adult person willing to accept responsibility, when the juvenile's parents are unavailable as approved by the on duty supervisor.

(b) If the six hour time limit has expired, the juvenile should be transferred to CPS custody if no other responsible adult party is available.

(c) After a deputy has taken a juvenile into temporary custody for a violation of law, the following dispositions are authorized:

1. The arresting deputy may counsel or admonish the juvenile and recommend no further action be taken.
2. If the arresting deputy or the supervisor believes that further action is needed, the juvenile will be released to a responsible person as listed above, and such juvenile will be advised that follow-up action will be taken by a detective. The detective assigned to the case will then determine the best course of action, such as diversion or referral to court. The detective will contact the parents and advise them of the course of action.
3. The arresting deputy may complete all required reports and forward them to the Investigation bureau or Prosecutor's Office for processing.
Temporary Custody of Juveniles

4. The juvenile may be transferred to the Juvenile Detention Center with authorization of the appropriate supervisor or the Watch Commander.

(d) If a juvenile is to be transported to the Juvenile Detention Center, the following forms shall accompany the juvenile:
1. Copies of all associated incident/crime reports.
2. Any other forms as required by the Juvenile Detention Center.
3. Any personal property taken from the juvenile at the time of detention.

324.5 ADVICEMENTS
When a juvenile offender is taken into custody, the deputy should, as soon as practicable, notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody.

324.6 JUVENILE CUSTODY REPORTING
Any time a juvenile is held in custody at the Office, the custody shall be promptly and properly documented. The documentation should include:

(a) Identifying information about the juvenile being held.
(b) Date and time of arrival and release from the Snohomish County Sheriff's Office.
(c) Supervisor notification and approval to temporarily hold the juvenile.
(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
(e) Any changes in status.
(f) Time of all welfare checks.
(g) Any medical and other screening requested and completed.
(h) Circumstances that justify any secure custody.
(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The on duty supervisor should approve the custody, including any secure custody, and should also verify the above information is contained in the deputy's report when the juvenile is transferred or released.

324.6.1 RELEASE OF INFORMATION TO OTHER AGENCIES
It shall be the responsibility of the Records Manager and the appropriate Detective Supervisors to ensure that personnel of those bureaus act within legal guidelines.
324.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Office (42 USC § 5633). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Snohomish County Sheriff's Office shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

324.7.1 EMERGENCY MEDICAL CARE OF JUVENILES IN CUSTODY

When emergency medical attention is required for a juvenile who is either in secure or non-secure custody, the paramedics will be called. The supervisor shall be notified of the need for medical attention for the juvenile.

In cases where injury or illness is life threatening and where lost minutes may be the deciding factor, the arresting deputy or the discovering deputy should administer first aid prior to the arrival of the paramedics. The juvenile will then be transported to a medical facility.

In the event of a serious illness, suicide attempt, injury or death of a juvenile, the following persons shall be notified as soon as possible:

(a) The chain of command.

(b) The parent, guardian, or person standing in loco parentis, of the juvenile.

324.7.2 SUICIDE PREVENTION OF JUVENILES IN CUSTODY

The arresting deputy should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill himself/herself, or any unusual behavior which may indicate the juvenile may harm himself/herself while in custody in either secure or non-secure detention.

The detaining or transporting deputy is responsible to notify the on duty supervisor if he/she believes the juvenile may be a suicide risk. The supervisor will then arrange to contact a mental health team for evaluation, or to contact Juvenile Hall and arrange for the transfer of the juvenile, providing the juvenile meets the intake criteria. The juvenile shall be under constant personal supervision until the transfer is completed.

324.7.3 USE OF RESTRAINT DEVICES

Policy Manual § 306 refers to the only authorized restraint device. It is the policy of this office that restraints will not be used for inmates retained in custody. This policy also applies to juveniles held in temporary custody. The use of a restraint is an extreme measure and only for a temporary measure pending transportation to another facility or until other custodial arrangements can be made. The use of restraints shall only be used when the juvenile:
Temporary Custody of Juveniles

(a) Displays bizarre behavior that results in the destruction of property or shows intent to cause physical harm to self or others.

(b) Is a serious and immediate danger to himself/herself or others.

Restraint devices include devices which immobilize a juvenile's extremities and/or prevent the juvenile from being ambulatory. Restraints shall only be used after less restrictive measures have failed and with the approval of the on duty supervisor.

Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the juvenile.

Juveniles who have been placed in restraint devices shall be isolated to protect them from abuse. Restraints shall not be used as a punishment, or as a substitute for treatment.

324.7.4 DISCIPLINE OF JUVENILES

Sheriff's Office personnel are prohibited from administering discipline to any juvenile.

324.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Snohomish County Sheriff's Office shall ensure the following:

(a) The supervisor should be notified if it is anticipated that a juvenile may need to remain at the Snohomish County Sheriff's Office more than four hours. This will enable the supervisor to ensure no juvenile is held at the Snohomish County Sheriff's Office more than six hours.

(b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(c) Personal visual checks and significant incidents/activities shall be noted on the log.

(d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.

(e) Juveniles shall have reasonable access to toilets and wash basins.

(f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) Juveniles shall have reasonable access to a drinking fountain or water.
Temporary Custody of Juveniles

(h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.

(i) Juveniles should have privacy during family, guardian and/or lawyer visits.

(j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Blankets should be provided as reasonably necessary.

(l) Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.

(m) Juveniles shall have adequate furnishings, including suitable chairs or benches.

(n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.

(o) No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

324.9 RELEASE OF INFORMATION CONCERNING JUVENILES

Court decisions and legislation have combined to carefully specify situations in which information may be given out or exchanged when a case involves a juvenile. Deputies of this office shall not divulge any information regarding juveniles in situations where they are uncertain of the legal authority to do so.

324.9.1 RELEASE OF INFORMATION PURSUANT TO WASHINGTON LAW

Juvenile records are confidential and may be released only as provided in RCW 13.50.010 and RCW 13.50.050:

(a) Information may be released to other participants in the juvenile justice or care system only when an investigation or case involving the juvenile is being pursued by the other participant, or when that other participant is assigned the responsibility for supervising the juvenile.

(b) Information not in the juvenile court file that could not reasonably be expected to identify the juvenile or the juvenile’s family may be released.

(c) Following the decision to arrest, information about an investigation, diversion or prosecution of a juvenile, including an incident report, may be released to the school in which the juvenile is enrolled to assist in protecting other students, staff and school property.

(d) Information about a juvenile offender, the offender’s parent or guardian and the circumstances of the crime may be released to the victim or the victim’s immediate family.

(e) Information identifying child victims of sexual assault committed by juvenile offenders may be released only with the permission of the child victim or legal guardian.
Temporary Custody of Juveniles

(f) A court may permit certain juvenile records to be released by rule or order. It shall be the responsibility of the Records Manager and the appropriate Investigation Unit supervisors to ensure that personnel of those bureaus act within legal guidelines.

324.10 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING
A juvenile offender may be photographed and fingerprinted as provided by RCW 43.43.735.

324.11 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS
No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent to an interview or interrogation.

324.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY OF A JUVENILE
The Watch Commander will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Snohomish County Sheriff's Office. The procedures will address:

(a) Immediate notification of the on-duty supervisor, Sheriff and Investigation Unit supervisor.
(b) Notification of the parent, guardian or person standing in loco parentis, of the juvenile.
(c) Evidence preservation.

324.13 SECURE CUSTODY
Only juvenile offenders 14 years and older may be placed in secure custody. Supervisor approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this office should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile’s safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

324.13.1 LOCKED ENCLOSURES
A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the crime report.
Temporary Custody of Juveniles

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

(a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.

(b) Juveniles shall have constant auditory access to office members.

(c) Initial placement into and removal from a locked enclosure shall be logged.

(d) Random personal visual checks of the juvenile by staff member, no less than every 15 minutes, shall occur.
   1. All checks shall be logged.
   2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
   3. Requests or concerns of the juvenile should be logged.

(e) Males and females shall not be placed in the same locked room.

(f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).

(g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

324.14 PERSONAL PROPERTY

The deputy taking custody of a juvenile offender or status offender at the Snohomish County Sheriff's Office shall ensure a thorough search of the juvenile’s property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile’s presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Snohomish County Sheriff's Office.

324.15 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Snohomish County Sheriff's Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile’s protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.
Adult Abuse

326.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Snohomish County Sheriff's Office members as required by law.

326.1.1 DEFINITIONS
Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult’s care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

326.2 POLICY
The Snohomish County Sheriff's Office will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

326.3 MANDATORY NOTIFICATION
Members of the Snohomish County Sheriff's Office shall notify the Washington State Department of Social and Health Services (DSHS) when there is reasonable cause to believe that abandonment, abuse, financial exploitation or neglect of a vulnerable adult has occurred. Members shall also notify DSHS when there is reason to suspect sexual assault or physical assault or reasonable cause to believe that an act has caused fear of imminent harm. The medical examiner shall also be notified when there is reason to suspect that the death of a vulnerable adult was caused by abuse, neglect or abandonment by another person (RCW 74.34.035).

For purposes of notification (RCW 74.34.020):

- Abandonment is action or inaction by a person or entity with a duty of care for a vulnerable adult that leaves the person without the means or ability to obtain necessary food, clothing, shelter or health care.
- Abuse is willful action or inaction that inflicts injury, unreasonable confinement or restraint, sexual abuse, physical abuse, financial exploitation, mental abuse, intimidation or punishment as provided.
- A vulnerable adult is a person who is any of the following:
  
  (a) 60 years or older who has the functional, mental or physical inability to care for himself/herself.
  (b) Is found by the superior court to be incapacitated under RCW 11.88.005 et seq.
  (c) Has a developmental disability as defined under RCW 71A.10.020.
  (d) Is admitted to any facility as defined in RCW 74.34.020 (assisted living facility, nursing home or other facility licensed by DSHS).
Adult Abuse

(e) Is receiving services from an individual provider or licensed home health, hospice or home care agency.

(f) Self-directs his/her own care and receives services from a person aide under RCW 74.39.001 et seq.

326.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (RCW 74.34.035):

(a) All notification to DSHS shall be made by written report as soon as practicable. In addition to the written report telephonic notification can also be made during normal business hours.

(b) Information provided shall include, if known:
   1. The name and address of the person making the report.
   2. The name and address of the vulnerable adult.
   3. The name and address of the facility or agency providing care for the vulnerable adult.
   4. The name and address of the legal guardian or alternate decision maker.
   5. The nature and extent of the abandonment, abuse, financial exploitation, neglect or self-neglect.
   6. Any history of previous abandonment, abuse, financial exploitation, neglect or self-neglect.
   7. The identity of the alleged perpetrator, if known.
   8. Any other information that may be helpful in establishing the extent of abandonment, abuse, financial exploitation, neglect or the cause of death of the deceased vulnerable adult.

326.4 PROTECTIVE CUSTODY
Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the deputy should make reasonable attempts to contact DSHS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the deputy should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the deputy shall ensure that the adult is delivered to DSHS.
Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

In any situation which a deputy reasonably believes that an elder or dependent adult is in immediate and present danger of abuse based on an allegation of a recent incident of abuse or threat of abuse (other than financial abuse alone), the deputy may assist in obtaining a protective order against the person alleged to have committed or threatened such abuse pursuant to RCW 74.34.110; RCW 74.34.210; or other applicable statutes.

### 326.5 INTERVIEWS

#### 326.5.1 PRELIMINARY INTERVIEWS

The Patrol Division is responsible for the preliminary investigation and initial case reports for all crimes qualifying as Adult Abuse. The assigned Deputy is responsible for completion of all non-felony cases. Felony Adult Abuse cases may be forwarded to the appropriate investigations unit for follow up once the preliminary investigation has been completed.

#### 326.5.2 DETAINING VICTIMS FOR INTERVIEWS

A deputy should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- **(a) Exigent circumstances exist, such as:**
  1. A reasonable belief that medical issues of the adult need to be addressed immediately.
  2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
  3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

  - **(b) A court order or warrant has been issued.**

### 326.6 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating deputy should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The deputy should also arrange for the adult’s transportation to the appropriate medical facility.
Adult Abuse

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

326.7 DRUG-ENDANGERED VICTIMS
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

326.7.1 SUPERVISOR RESPONSIBILITIES
Patrol supervisors will review all adult abuse reports to ensure they are complete and refer them to the appropriate investigative unit or agency as necessary.

326.7.2 DEPUTY RESPONSIBILITIES
Deputies responding to a drug or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.

326.8 STATE MANDATES AND OTHER RELEVANT LAWS
Washington requires or permits the following:

326.8.1 RECORDS SECTION RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to DSHS as required by law.

(b) Retaining the original adult abuse report with the initial case file.

326.8.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (RCW 74.34.035(9); RCW 74.34.095).

326.8.3 ARREST WITHOUT WARRANT
When a deputy has confirmed that a valid court order for protection, including a temporary order, exists and has probable cause to believe that a person has violated that order, he/she has the authority to arrest the person without a warrant (RCW 10.31.100; RCW 26.50.110).

326.9 TRAINING
The Office should provide periodic training on best practices in adult abuse investigations to members.
Discriminatory Harassment

328.1 PURPOSE AND SCOPE
This policy is intended to prevent office members from being subjected to discrimination or sexual harassment.

328.2 POLICY
The Snohomish County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

328.3 DISCRIMINATION PROHIBITED

328.3.1 DISCRIMINATION
The Office prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discrimination is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment, can include making derogatory comments, crude and offensive statements or remarks, making slurs or off-color jokes, stereotyping, engaging in threatening acts, making indecent gestures, pictures, cartoons, posters or material, making inappropriate physical contact, or using written material or office equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to office policy and to the office commitment to a discrimination free work environment.

328.3.2 SEXUAL HARASSMENT
The Office prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:
Discriminatory Harassment

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

328.3.3 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

328.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Washington State Human Rights Commission.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with County or office rules or regulations, or any other appropriate work-related communication between supervisor and member.

328.4 RESPONSIBILITIES
This policy applies to all office personnel. All members shall follow the intent of these guidelines in a manner that reflects office policy, professional law enforcement standards and the best interest of the Office and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Sheriff, Personnel Manager or the County Executive.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, subjected to retaliation, or who has observed harassment or discrimination, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.
328.4.1 SUPERVISOR RESPONSIBILITY
Each supervisor and manager shall:

(a) Continually monitor the work environment and strive to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Take prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensure their subordinates understand their responsibilities under this policy.

(d) Ensure that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Notify their chain of command in writing of the circumstances surrounding any reported allegations or observed acts of discrimination/harassment no later than the next business day.

328.4.2 SUPERVISOR’S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following considerations:

(a) Behavior of supervisors and managers should represent the values of the Office and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation have negative effects on the careers of innocent members.

(c) Supervisors and managers must act promptly and responsibly in the resolution of such situations.

(d) Supervisors and managers shall make a timely determination regarding the substance of any allegation based upon all available facts.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline, in a manner that is consistent with established procedures.

328.5 INVESTIGATION OF COMPLAINTS
Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Office that all complaints of discrimination or harassment shall be fully documented, and promptly and thoroughly investigated.
Discriminatory Harassment

The participating or opposing member should be protected against retaliation, and the complaint and related investigation should be kept confidential to the extent possible.

328.5.1 SUPERVISORY RESOLUTION
Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable, threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

328.5.2 FORMAL INVESTIGATION
If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The member assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, Personnel Manager, or the County Executive.

328.5.3 ALTERNATIVE COMPLAINT PROCESS
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Office. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

328.6 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and the action taken to remedy or address the circumstances giving rise to the complaint.

328.7 DOCUMENTATION OF COMPLAINTS
All complaints or allegations shall be thoroughly documented on forms and in a manner designated by the Sheriff. The outcome of all reports shall be:
**Discriminatory Harassment**

(a) Approved by the Sheriff, County Executive or the Personnel Manager, if more appropriate.

(b) Maintained for the period established in the office records retention schedule.

### 328.8 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term of employment.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

### 328.8.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, manager, the Sheriff, Personnel Manager or the County Executive for further information, direction or clarification.

### 328.9 WHISTLEBLOWER PROTECTION

Snohomish County Sheriff's Office officials and employees are prohibited from taking retaliatory action against an employee because he or she has, in good faith, reported a discriminatory offense, or improper governmental action, in accordance with these policies and procedures.

Per RCW 42.41.030 the Snohomish County Sheriff's Office has complied with the "Whistleblower Act of 1992" by establishing policy for the reporting of improper governmental action and protecting employees against retaliation.

Employees who believe that they have been retaliated against in this manner shall advise their supervisor, the Sheriff, or the County Prosecuting Attorney. County officials shall take appropriate action to investigate and address complaints of retaliation.
Child Abuse

330.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Snohomish County Sheriff's Office members are required to notify the Department of Social and Health Services, Child Protective Services (CPS) of suspected child abuse.

330.1.1 DEFINITIONS
Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency.

330.2 POLICY
The Snohomish County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure CPS is notified as required by law.

330.3 MANDATORY NOTIFICATION
Members of the Snohomish County Sheriff's Office shall notify CPS when a report of abuse or neglect of a child is received or when there is reasonable cause to believe that a child has suffered abuse or neglect (RCW 26.44.030).

For purposes of notification, abuse or neglect of a child includes sexual abuse, sexual exploitation, or injury inflicted by any person under circumstances that cause harm to the child's health, welfare or safety, excluding lawful discipline, or the negligent treatment or maltreatment by a person who is responsible for, or providing care to, a child (RCW 26.44.020).

Deputies shall promptly notify CPS whenever a child under 16 years of age is in a vehicle being driven by the child's parent, guardian, legal custodian, sibling or half-sibling and that person is being arrested for a drug or alcohol-related driving offense (RCW 46.61.507).

If, during an investigation of drug manufacturing, a deputy discovers that a child is present at the investigation site, the deputy shall notify CPS immediately (RCW 26.44.200).

330.3.1 NOTIFICATION PROCEDURE
Notification should occur as follows (RCW 26.44.030(5)):

(a) In emergency cases, notification to CPS should be made immediately when the child's welfare is endangered but in all such cases within 24 hours.
(b) In non-emergency cases, notification to CPS shall be made within 72 hours after a report is received.

(c) Notification, when possible, should include (RCW 26.44.040):

1. The name, address and age of the child.
2. The name and address of the child’s parents, stepparents, guardians or other persons having custody of the child.
3. The nature and extent of the alleged injury or injuries.
4. The nature and extent of the alleged neglect.
5. The nature and extent of the alleged sexual abuse.
6. Any evidence of previous injuries, including the nature and extent of the injury.
7. Any other information that may be helpful in establishing the cause of the child’s death, injury or injuries, and the identity of the alleged perpetrator or perpetrators.

(d) The Office shall forward all case as required under RCW 26.44.030(5) to CPS.

330.3.2 RELEASE OF REPORTS
Reports of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to Policy Manual 810. No unfounded allegation of child abuse or neglect may be disclosed to a child-placing agency, private adoption agency, or any other provider licensed under RCW Chapter 74.15 (RCW 26.44.020(19)).

330.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child appropriate interview facilities.
(b) Be familiar with forensic interview techniques specific to child abuse investigations.
(c) Present appropriate cases of alleged child abuse to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (RCW 26.44.180 et seq.)
330.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, a report will be written. Deputies shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

(k) Applicable local protocol regarding child abuse investigations (RCW 26.44.180 et seq.).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

330.6 PROTECTIVE CUSTODY
Before taking any child into protective custody, the deputy should make reasonable attempts to contact CPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this office should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action
reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to CPS.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (RCW 26.44.050):

(A) A court order has been issued authorizing the removal of the child.

(B) There is probable cause to believe that the child is abused or neglected and that the child would be injured or could not be taken into custody if it were necessary to first obtain a court order (e.g., the child could be taken and concealed).

330.6.1 SAFE HAVEN LAW

A parent is not guilty of abandonment when leaving a newborn 72 hours old or younger with a qualified person at the emergency department of a licensed hospital or a fire station while personnel are present (RCW 13.34.360). The qualified person shall notify CPS. CPS shall assume custody of the newborn.

330.7 INTERVIEWS

330.7.1 PRELIMINARY INTERVIEWS

The Patrol Division is responsible for the preliminary investigation and initial case reports for all crimes qualifying as Child Abuse. The assigned Deputy is responsible for completion of all non-felony cases. Felony Child Abuse cases should be forwarded to the Special Investigations Unit for follow up once the preliminary investigation has been completed.

330.7.2 TRAINING REQUIREMENT

Interviews of children who are suspected victims of sexual abuse will be conducted in compliance with the training standards set forth in RCW 43.101.224.

330.7.3 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- Exigent circumstances exist, such as:
  - A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.

3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

330.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating deputy should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The deputy should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

330.9 DRUG-ENDANGERED CHILDREN
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

330.9.1 SUPERVISOR RESPONSIBILITIES
Patrol supervisors will review all child abuse reports to ensure they are complete and refer them to the appropriate investigative unit or agency as necessary.

330.9.2 DEPUTY RESPONSIBILITIES
Deputies responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

330.10 STATE MANDATES AND OTHER RELEVANT LAWS
Washington requires or permits the following:

330.10.1 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (RCW 42.56.240).
330.10.2 ARREST WITHOUT WARRANT
When a deputy responds to a call alleging that a child has been subjected to sexual or physical abuse or criminal mistreatment and has probable cause that a crime has been committed, or the deputy responds to a call alleging that a temporary restraining order or preliminary injunction has been violated, he/she has the authority to arrest the person without a warrant (RCW 10.31.100; RCW 26.44.130).

330.10.3 CASE SUBMISSION TO PROSECUTOR
The Snohomish County Sheriff's Office shall forward all cases of child abuse to the appropriate prosecutor when the investigation determines a crime may have been committed and when the following conditions apply, per RCW 26.44.030:

(a) A child has died or has had a physical injury.
(b) Injuries were inflicted upon a child other than by accidental means.
(c) A child has been subjected to alleged sexual abuse.

330.10.4 AGENCY COORDINATION
If this office responds to a complaint of alleged child abuse and discovers that another agency has also responded to the complaint, this office shall notify the other agency of its presence. The agencies shall coordinate the investigation and keep each other apprised of progress (RCW 26.44.035).

330.10.5 LOCAL CHILD ABUSE PROTOCOLS
The Investigation Unit Supervisor should ensure that local child abuse protocols for the investigation of child abuse are available to those office members who have a role in child abuse investigations (RCW 26.44.180 et seq.).

330.10.6 CONFLICT OF INTEREST IN INVESTIGATIONS
A deputy shall not participate as an investigator in a child abuse case concerning a child for whom he/she is, or has been, a parent, guardian or foster parent (RCW 26.44.190).

330.11 TRAINING
The Office should provide training on best practices in child abuse investigations to members tasked with investigating these cases.
Missing Persons

332.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

332.1.1 DEFINITIONS
Definitions related to this policy include:

At risk - This includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:

1. Missing under unexplained, involuntary or suspicious circumstances and is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or it is believed that the person is unable to return to safety without assistance.

2. Out of the zone of safety for his/her chronological age and developmental stage.

3. Mentally or behaviorally disabled.

4. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.

5. Absent from home for more than 24 hours before being reported to law enforcement as missing.

6. In a life-threatening situation.

7. In the company of others who could endanger his/her welfare.

8. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.

9. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

Missing Adult - Any person who is 18 years old or older.

Missing Juvenile - Any person 17 years old or younger.

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations.
This includes the National Crime Information Center (NCIC) and the Washington Crime Information Center (WACIC).

### 332.2 POLICY
The Snohomish County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Snohomish County Sheriff's Office gives missing person cases priority over property-related cases and does not require a specific amount of time to have passed before beginning a missing person investigation.

### 332.2.1 INVESTIGATION DILIGENCE
Members of this office shall accept any report, including any telephonic report, of a missing person, including runaways, without delay and shall give priority to the handling of these reports over the handling of reports relating to crimes involving property. The required actions include the following:

(a) Make an assessment of reasonable steps to be taken to locate the person.
(b) If the missing person is under 16-years of age, or there is evidence the person is at-risk, the Office shall broadcast over the radio a "be-on-the-lookout" transmission without delay within this jurisdiction.
(c) If an at-risk youth is reported missing, especially under suspicious circumstances, the patrol supervisor shall consult with the SIU investigations supervisor and/or the CART team commander.

The agency having jurisdiction over the missing person's residence normally will handle the case after the initial report is taken, however office members may assist in the investigation on a person who was last seen in this jurisdiction.

### 332.2.2 TASK FORCE ON MISSING AND EXPLOITED CHILDREN
The Washington State Patrol Multiagency Taskforce on Missing and Exploited Children is available to assist local jurisdictions on missing juveniles through referrals, on-site assistance, case management, and training (RCW 13.60.110). The task force may assist agencies, upon request, by:

(a) Direct assistance and case management.
(b) Technical assistance.
(c) Personnel training.
(d) Referral for assistance from local, state, national, and international agencies.
(e) Coordination and information sharing among local, state, interstate, and federal law enforcement and social service agencies.
332.3 ACCEPTANCE OF REPORTS
Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

332.4 REPORT PROCEDURES AND ROUTING
Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

Missing Adult reports are investigated by MCU. Missing Juvenile reports are investigated by SIU.

332.4.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not be limited to:

(a) Reviewing and approving missing person reports upon receipt.
   1. The reports should be promptly sent to the Records Section.
(b) Ensuring resources are deployed as appropriate.
(c) Initiating a command post as needed.
(d) Ensuring applicable notifications and public alerts are made and documented.
(e) Ensuring that records have been entered into the appropriate missing persons networks.
(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
   1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

332.4.2 RECORDS SECTION RESPONSIBILITIES
The receiving member shall:

(a) Forward a copy of the report to the Investigation Unit.

332.5 WHEN A MISSING PERSON IS FOUND
When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager should ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to MUPU via NCIC update.
(b) A missing child’s school may be notified.
(c) Entries are made in the applicable missing person networks.
Missing Persons

(d) When a person is at risk, the fact that the person has been found should be entered into NCIC within 24 hours.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

332.5.1 UNIDENTIFIED PERSONS
Department members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

332.6 CASE CLOSURE
The Investigation Unit Supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Snohomish County or this office is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) A missing person case should not be closed when a missing juvenile turns 18. The missing juvenile case will be forwarded to MCU as a missing adult case.
Public Alerts

334.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

334.1.1 DEFINITIONS
Abduction - Is any child under the age of 18-years, who has been unwillingly removed from their environment without permission from the child’s legal guardian or a designated legal representative.

334.2 POLICY
Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system’s individual criteria.

334.3 RESPONSIBILITIES

334.3.1 PUBLIC ALERT REPORTING OFFICER RESPONSIBILITIES
The Sheriff should designate a public alert reporting officer, who is responsible for:

(a) Remaining familiar with the protocols for activating, maintaining and cancelling all applicable public alerts.
(b) Being the point of contact with the Washington AMBER Alert Advisory Committee.
(c) Ensuring the Office has members who have completed the appropriate training.

334.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the chain of command when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for the following:

(a) Updating alerts
(b) Canceling alerts
(c) Ensuring all appropriate reports are complete

334.3.3 MEMBER RESPONSIBILITIES
Members of the Snohomish County Sheriff's Office should notify their supervisor, Watch Commander or Investigation Unit Supervisor as soon as practicable upon learning of a situation
where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

334.4 WASHINGTON STATEWIDE AMBER ALERT™ PLAN
The AMBER Alert™ Plan is a voluntary partnership between law enforcement, state government agencies, broadcasters and other participants to rapidly disseminate information to enhance the public’s ability to assist in recovering abducted children (RCW 13.60.010).

The Snohomish County Sheriff's Office participates in this partnership and may initiate an AMBER Alert to disseminate information to the public when the criteria for an AMBER Alert are met.

334.4.1 POST-INCIDENT REPORTING
The Sheriff shall be responsible for submitting the AMBER Alert Report to the Washington State Police Chiefs (WASPC) in a timely fashion. The Sheriff or the authorized designee shall be responsible for representing the Office during the AMBER Alert Review Committee’s after-action review of the alert.

334.4.2 INITIAL NOTIFICATIONS
Upon initiation of an AMBER Alert, the Watch Commander or supervisor shall:

(a) Ensure prompt entry of information into the Washington Crime Information Center (WACIC) and National Crime Information Center (NCIC) databases.
(b) Promptly notify the chain of command of any AMBER Alert activation.
(c) Ensure the preparation of an initial press release that includes all the information required by the Washington Statewide AMBER Alert Plan, and any other available information that might aid in locating the child, such as:

1. A photograph.
2. Detail regarding location of incident, direction of travel, potential destinations, etc., if known.
3. Name and telephone number of the Public Information Officer or other authorized point of contact to handle media and law enforcement liaison.
4. A telephone number and point of contact for the public to call with leads or information.

334.4.3 PROCEDURE
Should the Watch Commander or supervisor determine that the incident meets the criteria of the Washington Statewide AMBER Alert Plan, the Watch Commander or supervisor should:

(a) Ensure that office protocol is followed regarding approval of the alert.
(b) Ensure all appropriate documentation is completed.
Public Alerts

(c) Contact the Washington State Patrol (WSP) Communication Center for entry into the Law Enforcement Alerting Portal (LEAP).

334.4.4 ALERT CRITERIA
The following criteria must exist prior to requesting an AMBER Alert:

(a) The child is under 18 years of age and is known to have been abducted. The child is not a runaway or a throw-away child.

(b) The abducted child is believed to be in danger of death or serious bodily injury.

(c) The AMBER Alert activation should occur within four hours of the qualifying event unless circumstances or the timeliness of the information warrant otherwise.

(d) There must be enough descriptive information to believe that an AMBER Alert activation will assist in the recovery of the child, including:
   1. Where the abduction took place.
   2. A physical description of the child: height, weight, age, hair color and length, eye color, clothing worn when the child was last seen, and any distinguishing physical characteristics.
   3. A physical description of the abductor: height, weight, age, hair color and length, eye color, clothing worn when the suspect last seen, and any distinguishing physical characteristics.
   4. Place last seen.
   5. Description of the vehicle: color, make, model, license number, approximate year.

(e) The incident must be reported to and investigated by a law enforcement agency.

334.5 ENDANGERED MISSING PERSON ADVISORY
The Endangered Missing Person Advisory is a voluntary partnership between law enforcement, other government agencies and local broadcasters to rapidly disseminate information to law enforcement agencies, the media and the public about a missing and endangered person in circumstances that do not qualify for an AMBER Alert (RCW 13.60.050).

The Snohomish County Sheriff's Office participates in this partnership and may initiate the required notifications whenever a person is reported missing from this jurisdiction and meets the criteria of an Endangered Missing Person. An endangered missing person advisory may be termed a "silver alert" when initiated to assist in the recovery of a missing endangered person age 60 or older.

334.5.1 PROCEDURE
Should the Watch Commander or supervisor determine that the incident meets the criteria of an Endangered Missing Person Advisory, the Watch Commander or supervisor should:

(a) Ensure that office protocol is followed regarding approval of the alert.
(b) Ensure all appropriate documentation is completed.

(c) Contact the WSP Communication Center for entry into LEAP.

(d) Direct Records Section personnel to enter the information into the WACIC and NCIC databases using the proper message key: Missing (MNP), Endangered (EME), or Involuntary (EMI).

(e) Notify the Communications Center of the advisory and ensure that it is prepared to handle a high volume of telephone calls.

(f) Ensure that the handling deputy attempts to obtain a photograph of the missing person and/or suspect as soon as possible.

(g) Direct the Records Section to enter the photograph into WACIC and NCIC, then send an email to the WSP Missing Persons Unit (MPU).

(h) Appoint a Public Information Officer to handle the media.
   1. The Public Information Officer should notify the media through appropriate channels regarding the Endangered Person Advisory. Upon request, the WSP MPU can provide electronic posters with details of the missing person.
   2. If the Endangered Missing Person is 21 years of age or younger, NCMEC should be notified as soon as practicable.

(i) The Records Section personnel should promptly cancel the advisory after an Endangered Missing Person is located by sending an administrative message through A Central Computerized Enforcement Service System (ACCESS), noting that the person has been found.

334.5.2 ADVISORY CRITERIA
All of the following criteria must exist prior to initiating an Endangered Missing Person Advisory:

(a) The person is missing under unexplained, involuntary or suspicious circumstances.

(b) The person has a developmental disability, is a vulnerable adult or is believed to be in danger because of age, health, mental or physical disability, in combination with environmental or weather conditions, or is believed to be unable to return to safety without assistance. This also includes a person diagnosed as having Alzheimer's disease or other age-related dementia (RCW 13.60.010).

(c) There is enough information that could assist the public in the safe recovery of the missing person (e.g., photo or description, clothing worn when last seen, vehicle, location last seen).

(d) The incident has been reported to and investigated by a law enforcement agency.
Public Alerts

334.6 FOLLOW-UP NOTIFICATIONS
The investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall prepare and distribute to the previously described locations, follow-up press releases with updates regarding the search and investigation.

Upon locating the abducted child the investigation unit supervisor investigating the abduction or other individual responsible for making notifications is responsible to issue an alert cancellation to all those previously notified of the alert.

334.7 POST-INCIDENT REPORTING
Upon conclusion of an AMBER Alert incident, the Watch Commander or other designated supervisor shall complete an AMBER Alert Report and submit the report to the Sheriff within seven days of the alert.

The Sheriff shall be responsible for submitting the AMBER Alert Report to WASPC in a timely fashion. The Sheriff or his/her designee shall be responsible for representing the office during the WASPC AMBER Alert Committee's review of the alert.

334.8 OTHER RESOURCE CONSIDERATIONS
The Watch Commander or supervisor should consider the following resources, as appropriate:

(a) Local allied law enforcement agency resources
(b) FBI local office
(c) The National Center for Missing and Exploited Children (NCMEC)
   1. Monitor the Cyber Tipline® link and post missing children alerts
(d) The National Oceanic Atmospheric Administration (NOAA)
   1. Will relay AMBER Alerts over Weather Radio

334.9 BLUE ALERTS
The Blue Alert system is a voluntary cooperation between law enforcement, state government agencies and local broadcasters to enhance the public’s ability to assist in locating and apprehending persons suspected of killing or seriously injuring a law enforcement officer (RCW 10.108.030).

The Snohomish County Sheriff's Office participates in this partnership and may initiate a Blue Alert to disseminate information to the public when the criteria for a Blue Alert are met.

334.9.1 PROCEDURE
Should the Watch Commander or supervisor determine that the incident meets the criteria of a Blue Alert, the Watch Commander or supervisor should:
Public Alerts

(a) Direct Records Section personnel to prepare a Blue Alert administrative message through ACCESS. The words, “Blue Alert Advisory” should be included in the title of the message.

(b) Contact WSP Communications to verify that the advisory was received and, if available, provide the suspect’s vehicle information and request the Washington Department of Transportation (WSDOT) to activate variable message signs.

(c) Ensure that descriptive information about the suspect, the suspect’s whereabouts and the suspect’s method of escape is disseminated.

(d) Appoint a Public Information Officer to issue press releases and handle media inquiries.

   1. The Public Information Officer should be updated continually and be in constant contact with all media outlets to obtain maximum media exposure, provide updates and cancel the Blue Alert when appropriate.

(e) Advise the Communications Center of the Blue Alert and ensure that it is prepared to handle a high volume of telephone calls.

(f) Ensure that a press release is issued cancelling the Blue Alert.

334.9.2 CRITERIA
All of the following criteria are required to exist prior to initiating a Blue Alert (RCW 10.108.030):

(a) The suspect has not been apprehended.

(b) The suspect poses a serious threat to the public.

(c) Sufficient information is available to disseminate to the public to assist in locating and apprehending the suspect.

(d) The release of the information will not compromise the investigation.

(e) The release of the information will not improperly notify a deputy’s next of kin.

This Policy has an accompanying SOP titled Amber Alert.
Victim Witness Assistance

336.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

336.2 POLICY
The Snohomish County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Snohomish County Sheriff's Office will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

336.2.1 COMPENSABLE CRIMES
Any victim who is injured as a result of a criminal act is entitled to benefits (RCW 7.68.070).

336.3 CRIME VICTIM LIAISON
The Sheriff may appoint a member of the Office to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Snohomish County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

336.3.1 SPECIFIC VICTIM LIAISON DUTIES
The victim liaison should:

(a) Ensure that the Office affords victims and witnesses the rights (RCW 7.69.030).

(b) Ensure that child victims and witnesses are provided appropriate services and rights (RCW 7.69A.030).

(c) Coordinate with the County Prosecutor's Office to ensure that all other required notifications are provided to victims and witnesses.

336.3.2 DETECTIVE RESPONSIBILITY
In the event the victim did not previously receive the victim assistance advisement, the investigating deputy who later contacts or identifies the victim and/or dependents shall make the necessary advisement. The investigating deputy shall use discretion and tact in making such advisement.

336.3.3 SUPERVISOR RESPONSIBILITY
It is the responsibility of any supervisor approving a written report where the victim of a crime has sustained injury to ensure that information is included to document the proper advisement being made or the fact that such advisement could not be accomplished. The Investigation Supervisor is
then responsible to ensure that the proper advisement is accomplished and properly documented as the follow-up investigation is conducted.

336.4 CRIME VICTIMS
Deputies should provide all victims with the applicable victim information handouts.
Deputies should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputies should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written office material or available victim resources.

336.5 WITNESS INFORMATION
Any person who has been or expects to be summoned to testify for the prosecution in a criminal action, or who is subject to call or is likely to be called as a witness, has rights to specific information about the case (RCW 7.69.030).
The Administrative Services Supervisor shall ensure that witness information handouts are available and current. These should include information regarding witness rights (RCW 7.69.030).

336.6 WITNESSES
Deputies should never guarantee a witness’ safety from future harm or that his/her identity will always remain confidential. Deputies may make practical safety suggestions to witnesses who express fear of future harm or retaliation.
Deputies should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

336.7 VICTIM INFORMATION
The Administrative Services Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims of domestic violence.
(b) Community resources for victims of sexual assault.
(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams (42 USC § 3796gg).
(d) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
(e) A clear explanation of relevant court orders and how they can be obtained.
(f) Information regarding available compensation for qualifying victims of crime.
(g) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check
on an offender’s custody status and to register for automatic notification when a person is released from jail.

(h) Notice regarding U-Visa and T-Visa application processes.

(i) Resources available for victims of identity theft.

(j) A place for the deputy’s name, badge number and any applicable case or incident number.

(k) A written statement enumerating the rights of victims (RCW 7.69.030; RCW 7.69A.030; RCW 7.69B.020).

(l) The name, address and telephone number of the local victim/witness program, or contact information for the Washington Coalition of Crime Victim Advocates.

(m) An advisement notifying victims of their right to personally initiate a criminal proceeding (RCW 10.99.030(6)(a)).
Hate Crimes

338.1 PURPOSE AND SCOPE
This office recognizes and places a high priority on the rights of all individuals guaranteed under the Constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this office will utilize all available resources to see that justice is served under the law. This policy has been developed to provide members of this office with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

338.2 DEFINITIONS
Except where otherwise noted, the following definitions are provided per RCW 9A 04.110:

**Bodily Injury, Physical Injury, or Bodily Harm** - Means physical pain or injury, illness, or an impairment of physical condition;

**Malice and Maliciously** - Means to import an evil intent, wish, or design to vex, annoy, or injure another person. Malice may be inferred from an act done in willful disregard of the rights of another, or an act wrongfully done without just cause or excuse, or an act or omission of duty betraying a willful disregard of social duty.

**Reasonable Person** - Means a reasonable person who is a member of the victim's race, color, religion, ancestry, national origin, gender, or sexual orientation, or who has the same mental, physical, or sensory handicap as the victim (RCW 9A.36.080).

**Sexual Orientation** - Means heterosexuality, homosexuality, or bisexuality (RCW 9A.36.080).

**Threat** - Means to communicate, directly or indirectly the intent to:

(a) Cause bodily injury in the future to the person threatened or to any other person.
(b) Cause physical damage to the property of a person other than the actor.
(c) Subject the person threatened or any other person to physical confinement or restraint.
(d) Accuse any person of a crime or cause criminal charges to be instituted against any person.
(e) Expose a secret or publicize an asserted fact, whether true or false, tending to subject any person to hatred, contempt, or ridicule.
(f) Reveal any information sought to be concealed by the person threatened.
(g) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.
(h) Take wrongful action as an official against anyone or anything, or wrongfully withhold official action, or cause such action or withholding.
Hate Crimes

(i) Bring about or continue a strike, boycott, or other similar collective action to obtain property which is not demanded or received for the benefit of the group which the actor purports to represent.

(j) Do any other act which is intended to harm substantially the person threatened or another with respect to his/her health, safety, business, financial condition, or personal relationships.

338.3 CRIMINAL STATUTES

338.3.1 MALICIOUS HARASSMENT
A person is guilty of malicious harassment if he/she maliciously and intentionally commits one of the following acts because of his/her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap (RCW 9A.36.080):

(a) Causes physical injury to the victim or another person.

(b) Causes physical damage to or destruction of the property of the victim or another person.

(c) Threatens a specific person or group of persons and places that person, or members of the specific group of persons, in reasonable fear of harm to person or property. The fear must be a fear that a reasonable person would have under the circumstances.

338.3.2 PRIMA FACIE ACTS OF HATE
Prima facie acts of hate are (RCW 9A.36.080):

(a) Burning a cross on property of a victim who is or whom the actor perceives to be of African American heritage.

(b) Defaces property of a victim who is or whom the actor perceives to be of Jewish heritage by defacing the property with a swastika.

338.3.3 THREATS TO BOMB OR INJURE PROPERTY
It is unlawful for any person to threaten to bomb or otherwise injure any public or private school building, any place of worship or public assembly, any governmental property, or any other building, common carrier, or structure, or any place used for human occupancy; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person or persons to whom the information is communicated or repeated (RCW 9.61.160).

338.4 CIVIL STATUTES
In addition to the criminal penalty provided in RCW 9A.36.080 for committing a crime of malicious harassment, the victim may bring a civil cause of action for malicious harassment against the harasser. A person may be liable to the victim of malicious harassment for actual damages,
punitive damages of up to ten thousand dollars, and reasonable attorneys’ fees and costs incurred in bringing the action (RCW 9A.36.083).

### 338.5 PREVENTING AND PREPARING FOR LIKELY HATE CRIMES
While it is recognized that not all crime can be prevented, this office is committed to taking a proactive approach to preventing and preparing for likely hate crimes by among other things:

(a) Deputies should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.

(b) Accessing assistance by, among other things, activating the Office of Justice hate crime rapid response protocol when necessary.

(c) Providing victim assistance and follow-up as outlined below, including community follow-up.

### 338.6 PROCEDURE FOR INVESTIGATING HATE CRIMES
Whenever any member of this office receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Deputy(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practical.

(c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned deputy(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved.

(d) The assigned deputy(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(e) Depending on the situation, the assigned deputy(s) or supervisor may request additional assistance from detectives or other resources to further the investigation.

(f) The assigned deputy(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned deputy(s) before the end of the shift.

(g) The assigned deputy(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations.
Hate Crimes

(h) The assigned deputy(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further.

338.6.1 INVESTIGATION UNIT RESPONSIBILITY
If a case is assigned to the Investigation Unit, the assigned detective will be responsible for following up on the reported hate crime as follows:

(a) Coordinate further investigation with the County Prosecutor and other appropriate law enforcement agencies, as appropriate.
(b) Maintain contact with the victim(s) and other involved individuals as needed.
(c) Maintain statistical data on suspected hate crimes and tracking as indicated and report such data to the Washington Association of Sheriff's and Police Chiefs (WASPC) (RCW 36.28A.030).

338.7 TRAINING
All members of this office will receive CJTC approved training on hate crime recognition and investigation (RCW 43.101.290).
Standards of Conduct

341.1 CONDUCT PHILOSOPHY
The Snohomish County Sheriff's Office is charged with the responsibility for the protection of life and property, preserving the public peace, and enforcement of county ordinances and the laws of the State of Washington. Towards this end all employees have an obligation to the public we see to maintain the highest ethical standards both professionally and in our private lives.

341.2 EMPLOYEE STANDARD OF CONDUCT
The duties performed by this Office are vital to the safety and well-being of the citizens of this community and the employees in this Office. Employees must therefore maintain high standards of conduct. The following section describes standards which shall be met by each employee in keeping with the mission of this Office.

341.2.1 AFFIRMATIVELY PROMOTING A POSITIVE PUBLIC IMAGE STANDARD
Members shall not be discourteous to members of the general public, and they shall conduct themselves (on duty as well as off duty) in a manner that does not damage (in the mind of a reasonable person) or bring the public image, integrity, or reputation of the Snohomish County Sheriff's Office into discredit or disrepute.

1. Members shall accept full responsibility for their behaviors and the results of their behaviors on duty as well as off duty. Behavior that may not be considered wrong in private employment could be wrong in the public sector because of the nature of the public service mission.

2. Historically, citizens are quick to criticize and require that public safety members be right as well as look right in their conduct and behavior. The public expects law enforcement officers to set an example through their conduct and behavior both on and off duty. As such, law enforcement officers and employees are held to a higher standard than ordinary citizens. Management recognizes its responsibility to balance standards of conduct designed to promote public trust while at the same time to avoid unnecessary infringements on the member’s rights to privacy, constitutional rights and due process of law. At the same time, members who wish to hold the honor of a public position and enjoy the privileges of public trust share an affirmative responsibility to conduct themselves (on duty as well as off duty) in a manner that does not bring public image or trust into question. The member’s right to privacy does not create an obligation on management to finance those rights at the expense of effective, efficient, or safe operations of this Office.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Engaging in conduct unbecoming a law enforcement officer or employee.
Standards of Conduct

2. When acting in an official capacity, failing to identify self, producing badge, and/or identification card and serial number to any member of the public when requested. (NOTE: This does not include identifying self if working undercover or when the member’s safety would be endangered.)

3. Failing to present proper grooming, uniform or dress appearance while on duty or representing this Office.

4. Failing to treat members of the public with the same level of courtesy and respect afforded the employee.

5. Smoking or chewing tobacco while meeting the general public.

6. Taking criticisms of the agency’s operations to the general public when such actions cause the Office to suffer the public’s loss of faith and when the member cannot show that such actions were in the public’s best interest.

7. Use of profane or abusive language in front of members of the public.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Off-duty conduct or behavior (non-criminal in nature) that has no impact or probable impact on the effectiveness or efficiency of this agency.

2. On-duty conduct or work behavior that is questioned by a citizen and through a formal administrative response can be honestly explained and justified by the business necessity of the situation existing at the time.

3. Off duty constitutionally protected speech including bona fide political or labor organization activities.

4. Conduct off duty outside the community when the employee is not identified with this Office may be an exception if the conduct is not discovered by the general public or does not appear on the record associated with this Office.

341.2.2 KNOWING, OBSERVING, AND OBEYING ALL WRITTEN DIRECTIVES, POLICIES, PROCEDURES

Members shall display an affirmative, consistent effort to observe and comply with the written directives, policies, and procedures established for the effective, efficient, and safe operations of this Office. This standard applies to written directives, policies, and procedures.

NOTE: Affirmative effort as the term is used here means to self-initiate acceptable ways to comply. In other words, look for ways to comply with the standard and not look for the exceptions to the standard.
Standards of Conduct

Written directives, policies, and procedures, are management’s tools to achieve overall official efficiency and effectiveness in day-to-day operations and decision making. They are designed to communicate management’s intent and to help management focus its resources.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Consistently failing to know information in written directives, policies and procedures.
2. While on duty, using any firearms that are unauthorized by policies or procedures, or using any authorized firearms in a manner that is not authorized by policy or procedures.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Deviations from written directives, policies, and procedures may be permitted provided the member can provide (in writing if requested) substantial proof that such deviations were necessary to business necessity or to further the Office mission.
2. Members who by virtue of inexperience (e.g., probationary or totally new job assignment) could not be reasonably expected to know the directives associated with the performance.

341.2.3 OBSERVANCE OF CRIMINAL AND CIVIL LAWS
Members shall obey the constitutional, criminal, and civil laws of the city, county, state, and federal government.

Service and protection of the public, impartial administration and carrying out of duties, observing and obeying the very laws sworn to uphold, and providing equal service to all are covenants public officials have with citizens and are bound to honor if they wish to remain in public office. Officials who violate those very laws and canons that they are sworn to uphold and observe destroy public faith and respect for this Office and weaken this Office’s ability to perform its service mission.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Maliciously committing an unlawful search, seizure, or detention of another person or person’s property.
2. Inflicting punishment or mistreatment upon a prisoner or person in custody or detention.
3. Violation of any local, state, or federal criminal or traffic laws.
Standards of Conduct

4. Refusing or failing to protect a prisoner’s civil rights when such need is made known or would have been known by a competent officer.

5. Using excessive force to hold, effect an apprehension, arrest or detain any person.

6. Unprivileged publication of a known false statement intending to harm the reputation of another member of this agency or any person in general (slander if done verbally and libel if put in written form).

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Legislated exemptions (e.g., the operation of emergency vehicles under emergency conditions, the right to use force to effect a lawful arrest or detention, emergency medical response or hazardous materials spill).

2. A minor infraction of a law (such as traffic violations), would not normally be considered a violation of this standard, provided they do not thwart management’s goals to promote a positive public image.

341.2.4 DISHONESTY OR UNTRUTHFULNESS
Members shall not lie, intentionally give misleading information, or falsify written or verbal communications in official reports or in their actions with another person or organization when it is reasonable to expect that such information may be relied upon because of the member’s position or affiliation with this Office.

Public work is based on public trust and confidence. Performance standards in this area are much higher for public members than for the ordinary citizen. History has shown that having lost trust in its elected or appointed officials, the public is quick to react, often resulting in reductions in operating budgets, external review boards, replacement of officials, and, in some cases, abolishment of the organization.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Covering up or purposefully failing to report damage or loss of equipment.

2. Falsifying a job application, activity records, report, attendance records, certification records, public documents, etc.

3. Falsifying a sick leave report, workers compensation or accident claim.
Standards of Conduct

4. Intentionally failing to provide a complete and accurate report or account when it is evident to a reasonable and prudent person that a complete report would lead to a different conclusion.

5. Knowingly giving untruthful statements during a legal proceeding, agency investigation, or administrative proceeding.

6. Providing citizens with misleading or false information to avoid performance of duties.

7. Requesting others to change or withdraw a report, or causing the delay of any official communications.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Redirecting a criminal suspect’s or a potentially dangerous suspect’s, attention or focus in order to reduce the threat of injury or jeopardizing of an important investigation is not a violation of this standard.

2. Minor omissions or errors on reports or cases that have no significant impact on outcome.

3. Supervisors directing the change or withdrawal of a report for editing or correction of omissions or errors as part of the review process.

4. It is not a violation to use deception as a legitimate investigative tool provided the method used is consistent with practices accepted by courts and the Prosecutor.

A union official legally advising an employee to delay an official communication when the communication involves the employee’s actions and said actions could reasonably result in discipline.

341.2.5 DISPLAYING COMPETENT PERFORMANCE AND ACHIEVING COMPETENT PERFORMANCE RESULTS

Members shall display competent performance and consistently achieve competent performance results on all assigned or assumed job responsibilities, duties and tasks.

In a public safety organization where much of the work effort involves citizens’ liberties and physical safety, incompetent performance cannot be tolerated. When incompetent performance is discovered, its source must be dealt with effectively and efficiently or the potential of damage or injury exists. When this potential occurs, the organization runs the risk of incurring severe criticism, the loss of public trust, and the creation of civil liability.

NOTICE: As the term is used here, competency is a characteristic of a performance outcome, not a characteristic of an individual. Members are hired to achieve results; and if a member brings about an acceptable performance outcome, he or she has displayed the ability to apply his or her combination of knowledge, skill, and attitude within the context of the situation to bring about a useful outcome for the organization. Knowledge, skill, and attitude are useless to the organization if the member is unable to apply them in a productive manner.
**NOTE:** “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management. NOTE: Anytime consistency is an issue in a violation, the employee must have been given notice to correct the inappropriate behavior.

1. An employee having to be repeatedly told how to do the routine tasks of the job.

2. A supervisor violates this standard when he or she fails to correct a subordinate’s violations after such violations are first known.

3. Consistent failure to appear properly dressed and equipped for the duty assignment.

4. Consistent failure to enter accurate report data on reports or into information storage files.

5. Consistent failure to pass regular qualifying exams or tests within the established time periods (e.g., firearms, emergency medical, knowledge of policies or procedures, certification examinations.)

6. Consistently taking work breaks at times when it fails to promote the most effective and efficient flow of work going on at the time.

7. Failing to demonstrate competent performance results on any assigned or assumed duty or task after receiving comparable training and experience as the typical employee.

8. Consistently not being equipped with proper tools, forms, or equipment to perform expected job duties and tasks when such items are available.

9. Repeated failure to complete reports when necessary information is available, after receiving notice to correct.

10. The failure to appear for hearings or trials without good cause.

**NOTE:** “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. A member who asks questions and is not able to competently perform a duty or task because he or she has not had the training or experience available to the typical successful performer who does similar duties or tasks.

2. This standard is not intended to include those times when productive performance drops for a short period of time because of personal problems provided the employee recovers in a reasonable period of time (e.g., a few days or weeks).

341.2.6 COMMITTING NEGLIGENT ACTS OR ENDANGERING SELF OR OTHERS

Members shall not commit acts or behave in such a negligent manner that has the potential for endangering or injuring themselves, property, or another person.
Standards of Conduct

Safety in public service work is paramount due to the level of public trust and the nature of the equipment involved (e.g., firearms, motor vehicles, impact tools, chemicals, etc.). Negligent use and handling of equipment significantly increases the risk of injuries to citizens and personnel plus increases the risk of potential liability for this Office.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of “Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Allowing untrained or inexperienced employees or civilians to use equipment that has the potential of being damaged or injuring any person.
2. All behaviors regulated or prohibited by specific guidelines, policies, procedures and practices that are designed to prohibit unnecessary risk to all persons’ safety.
3. Failing or refusing to wear a seat belt properly.
4. Failing to notify the dispatcher of a location during any official action when reasonably able to do so.
5. Horseplay (e.g., the use of equipment for purposes not specifically designed or pranks that create the possibility of injury).
6. Unauthorized as well as unnecessary divulging of information, communications, or correspondence that identifies or suggests the identification of an informant or undercover member of this agency or any other investigative official.
7. Leaving unsecured or improperly stored a weapon or potential weapon.
8. Knowingly failing to report damaged or dysfunctional equipment that has the probability of endangering self or others.
9. Leaving security doors open, ajar, or defeating the locking mechanism.
10. Being on patrol, dispatch, or backup and failing to keep aware of events and circumstances ongoing during the shift that have reasonable expectation of causing a safety concern for others or self.
11. Unsafe and/or improper handling of equipment that carries a reasonable risk of endangering persons or property.
12. Handling, aiming, firing, unloading or loading a weapon contrary to established policies or procedures.
13. Failing to provide known information or withholding information that results in another member or person being injured or subject to an unnecessary safety or health risk.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of “Standards of Conduct.” Examples promote understanding of the types of
Standards of Conduct

actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Situations where the probable consequences or actual consequences (as judged by a reasonable member) of committing the negligent act are less dangerous than the actual or probable consequences of failing to perform.

2. Equipment malfunctions when such malfunctions are beyond the control of the member.

An act where risks occur because the employee has not received training comparable to that of others.

341.2.7 INSUBORDINATION
Members shall observe and obey the lawful verbal and written directives, policies, and procedures of the Snohomish County Sheriff's Office. They shall also subordinate their personal preferences and work priorities to the lawful verbal and written directives, policies, and procedures of this Office, as well as to the lawful orders and directives of supervisors and superior command personnel of this Office. Members shall perform all lawful duties and tasks assigned by supervisory and/or superior-ranked personnel. Refusal to do so is insubordination.

Supervisors / managers shall not knowingly issue orders or directives that would result in a violation of any laws or department policy. Supervisors / managers should not issue orders that conflict with previous orders without an explanation.

Members are not required to obey orders that are in conflict with federal law, state law, or local ordinances. Following an unlawful order does not relieve the member from criminal or civil prosecution or administrative discipline.

If the legality of an order is in doubt, the member shall ask the issuing supervisor / manager to clarify the order or shall confer with a higher authority. The responsibility for the refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

1. Employment is a mutual exchange of interests and benefits between management and its members. In exchange for the privilege of employment and paid compensation, management has the right to expect members to perform the duties and tasks of their positions or any other task lawfully assigned and achieve effective and efficient performance results. It is reasonable to expect members to obey operational directives and the orders of the Office’s supervisors.

When disagreements between management and members occur, management has the right to expect members to follow the accepted labor principle of “obey now and grieve later.”

2. Insubordination and insubordinate behavior are recognized by labor practices to be among the most serious offenses. If insubordination is allowed to go unchecked, management loses control and authority over its work force.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors
Standards of Conduct

management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Refusing to submit to a lawful examination of body fluids or a chemical test when directed to do so by a supervisor.
2. Refusing to follow the specific requirements for the use of light duty as set forth by the physician and agreed to by the Sheriff.
3. Refusing to turn in a report as specifically directed to do so by a supervisor or by a member in a superior-ranked position.
4. Refusing to perform the assigned work duties or tasks performed by the typical member in like or similar positions.
5. Deliberate defiance of management’s legitimate exercise of its rights.
6. Refusing a supervisor’s directive to report for work when the member is being called in from off duty status.
7. Habitually challenging written directives, policies, or procedures without providing objective and documented facts (in written form) to support justification for such deviation.
8. Refusing to convey positively and constructively to subordinates the written directives, policies, and procedures of the Office.
9. Refusing to report to a place of duty at the designated time and location.
10. Refusing to perform assigned work duties or tasks for the position being held.
11. Insubordinate behavior through continual complaining.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Refusing to obey unlawful (criminal or unconstitutional) directives.
2. Refusing to perform tasks that create an unreasonable safety hazard for which a member has not been trained or adequately equipped to handle safely.
3. It is not a violation for employees engaged in protected activities (i.e. union officials) to challenge Office directives, policies or procedures provided this is done in a manner which is legally permissible.

341.2.8 CONFLICTS OF INTEREST
Members shall not create conflicts of interest or potential conflicts of interest with the duties and obligations of their positions within this Office.
Standards of Conduct

1. Public service work requires that members do not compromise the authority, integrity, trust, or confidence inherent in their offices.

2. Public safety officials have easy and often uncensored and unquestioned access to people, information, resources, and positions of trust not easily available to the general citizen. This “freedom of office” must be governed and controlled if the public trust is to be preserved. Failure to do so will severely restrict the ability of this Office to provide its services in an effective and efficient manner. When conflicts of interest occur between the member’s private rights as a citizen and the privileged rights attributed to the member’s position with this Office, management attempts to bring about a reasonable balance, if possible. When this balance cannot be made and the members’ interests are in promoting their own personal interests, management must initiate action designed to promote the mission of this Office.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Accepting gratuities from any business or person, especially when the giver has a personal service to gain from providing the gratuities or where there is the potential for gaining a personal service.

2. Engaging in an illegal work slow-down, sit-down, or strike.

3. Failing to perform a duty because of personal interests.

4. “Fixing” or attempting to have “fixed” a citation.

5. Giving out unauthorized information or information in violation of policy to any person (e.g., news media, attorneys, bondsmen, parents, patients).

6. Incurring financial liability or obligations for the office without job authority or written permission to do so.

7. Owning a business in whole or part that provides a service or product that conflicts with or jeopardizes the mission, goals, or objectives of the Office.

8. Performing a secondary job while on duty such as making business contacts, conducting follow-ups on outside work, delivering correspondence, selling.

9. In an official capacity recommending the private or professional services of a specific attorney, bondsman, wrecker driver, hospital, doctor, architect, engineer, contractor, builder, etc., to a citizen, victim, or prisoner.

10. Soliciting or accepting rewards for performance of service.

11. Using information gained from professional duties for personal gain.

12. Working for an individual or establishment that has a community or office reputation for violence, crimes, vice, illegal drug trafficking, etc.
Standards of Conduct

13. Using a badge or credentials that represent the office to gain free admission or privileges into any public or private gathering, event or establishment.

14. Conducting any political activity in violation of RCW 42.17.130.

15. Conduct in violation of RCW 42.20, RCW 42.22 or other RCW pertaining to "Conduct of Public Officers".

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Freedom of speech and associated issues, provided the exercise of such rights does not conflict with this office’s business necessity.

2. Refusal to follow management’s request to discontinue a conflict of interest situation is not a violation of this standard; these incidents are violations of the insubordination standard.

3. Responding to an emergency, while on duty, of a personal nature (e.g., plumbing leak at home) if the supervisor verifies and approves the necessity and another’s safety or public services are not at issue.

4. Authorized off-duty employment.

5. Officer gifts to prisoners as an incentive to stand in a line-up or provide information.

Acceptance of awards through the Office’s awards program.

341.2.9 COOPERATION WITH MEMBERS AND OTHER OFFICIALS
Members will attempt to cooperate and work with other members, other public officials, and members of any organization with whom the member of this Office needs to have a good working relationship in order to deliver lawful, effective, efficient, and safe services.

The need to work in a cooperative manner with members of other agencies and public officials is self-evident. In today’s society, the effective, efficient and safe delivery of public services requires a coordinated effort of all members and public service agencies.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Purposefully failing to share work-related information with a member of another section, division, bureau, or work unit when it is found that such failure resulted in ineffective, inefficient, or unsafe performance of any member’s duties and responsibilities.

2. Refusing to turn over a scene or incident to another agency that has greater or more appropriate jurisdiction.
Standards of Conduct

3. Failure to pass information or communications along the chain when it was intended or appropriate to do so.

4. Interfering with any investigation assigned to another employee or office, or any arrest or prosecution brought by other employees, persons, or agencies without permission from the Sheriff or his designee.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Members are not required to compromise professional integrity to gain the cooperation of another individual or organization.

2. Directing requests through the established chain of command when their approvals are necessary.

3. Existing resources do not allow compliance with request.

341.2.10 COURTEOUS AND RESPECTFUL BEHAVIOR TOWARD POSITIONS OF AUTHORITY

Members shall display courtesy and respect in words, deeds, gestures, and actions towards personnel holding higher levels of official authority.

1. The purpose of supervisory positions is to ensure reasonably that the mission, goals, and directives of this Office are carried out in an efficient, effective, and safe manner as well as to provide accountability for the performance of the work unit.

2. Management requires subordinates to display respect and courtesy to higher positions because it provides a sense of order as well as serves as a tangible indication that subordinates are willing to subordinate personal priorities, goals, and objectives to the needs and mission of this Office. In addition, the willingness and ability of a member to subordinate personal interests and to display respect and courtesy to a supervisor is a reasonable assessment of the member’s capabilities to set aside personal feelings and priorities when dealing with citizens.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Using abusive language or gestures at, towards, or about, a superior-ranked member. This is particularly serious if committed in the presence of other members or members of the public.

2. After being instructed to do so, not addressing a superior-ranked member by his or her title, particularly while in public.
Standards of Conduct

3. Failing to follow the designated chain of command to achieve work goals, objectives, mission, or otherwise resolve individual work-related differences (NOTE: Does not apply when the person in the member’s chain-of-command is violating the employee’s civil rights).

4. Failing to keep a superior in the direct line of supervision informed of pertinent information that affects or has the probability of affecting the effectiveness, efficiency or safety of any member, including self.

5. Habitually voicing disagreement with Office policy and/or procedures. This is particularly serious if the employee is in a supervisory or trainer assignment.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Not following the chain of command when the immediate supervisor is part of the problem (particularly in cases of harassment), provided the member follows established procedures to bring his or her problem to the attention of another management member.

2. Going to a federal, state, or local civil rights commission to report an alleged violation of civil rights without going through the chain of command.

3. Merely asking questions concerning a supervisor’s directions is not a violation; however, consistently challenging management’s directions does display disrespect for authority.

4. In an organized labor context (i.e., during contract bargaining, grievance processes, etc.) a member may express disagreement to a supervisor provided the member does so in a legally protected manner.

341.2.11 SUPERVISORS SHALL DISPLAY RESPECT TOWARDS SUBORDINATE RANKED PERSONNEL
Supervisors shall treat subordinates with the same courtesy and respect that is required of subordinates to display to supervisors. Criticisms of a member’s performances will be made directly to the subordinate and, when practicable, in a private setting.

1. Members who are treated with respect, concern, and courtesy are typically better performers and have higher morale. Supervisors who respect subordinates and limit criticisms to unsatisfactory work performances obtain high levels of member cooperation. Supervisors are expected to critique the performance, not the person.

2. Because supervisors are management’s representatives, higher levels of performance are expected of them in this area; and they are expected to set a positive example for others to follow.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions
and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. A supervisor discusses a private conversation with another individual who has no business necessity to know about the conversation.

2. Criticisms directed at the member and not the member’s performance or performance results (e.g., “there is no place in public service for your kind,” etc.).

3. Failing to find a private place to speak with a member about performance problems or criticizing the member’s performance in front of others who have no need to know about the problem.

4. Supervisor consistently admonishes the subordinate without full knowledge of the situation available at the time.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Reacting during the excitement stage of an emergency to a subordinate without courtesy when the member initiates disrespectful, offensive, or threatening behavior.

2. Humor, of a non-offensive or legal manner, to relieve tension or stress, is not intended to be a violation of this standard. (NOTE: Should a particular member become the victim of targeted harassment, a violation of this standard exists.)

3. Discussing important information of a performance nature when others at a meeting need to know the information to perform their jobs.

341.2.12 DISCRIMINATING OR ESTABLISHING PATTERNS OF DISCRIMINATION IN THE PERFORMANCE OF DUTIES

In words, deeds, gestures, performance of jobs, duties, tasks and delivery of services, members shall not discriminate in the delivery of services when such discrimination has a basis in such areas as a person’s sex, ethnic background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

Public members must strive to maintain neutrality in the performance of duties and delivery of services to all persons regardless of their personal characteristics, social status, or work conditions. Discriminatory services and treatment of all citizens creates a serious threat to the well-being of all as well as exposes this Office to the possibility of civil and/or criminal action.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.
Standards of Conduct

1. Not patrolling in select neighborhoods compared to other members responsible for patrol of a particular neighborhood provides substantial evidence that this standard is being violated.

2. The enforcement activities of an employee when compared to the typical activities of the work unit show a disproportional impact on a specific demographic group or against a specific individual or group of individuals.

3. The unequal treatment of inmates (i.e.; discipline, bed assignments, work duties) when compared to other members responsible for the supervision of similar inmates.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Concentrated enforcement activity because of previously established violation patterns.

2. Selective enforcement programs for specific violations of codes or ordinances.

3. After a crime involving a black man, woman, Hispanic, etc., with personal identifying characteristics, the officer stops suspects with similar characteristics.

341.2.13 ESTABLISHING PATTERNS OF SICK LEAVE USE

Members shall not establish patterns of sick leave use.

All sick leave use affects the effective, efficient, and safe operations of this Office. The nature of public safety/security work requires a cadre of workers capable and ready to handle any established or expected service demanded by the public. Public personnel have specialized and specific training that cannot be easily replaced or substituted by other persons, and replacement or substitutions are usually difficult for management. Note: Members should be aware that their reasons for sick leave use are not the critical factors in judging violations of this standard. It is the establishment of a pattern of sick leave use that constitutes a violation.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Sick leave use beginning or ending with specific shifts or time periods (e.g., preceding holidays, sports events, seasonal events).

2. Sick leave use of short duration (less than three days) due to alleged sickness that are attached to scheduled days off or other scheduled time off.

3. Consistently using sick leave or personal days within a short period of time in which they are earned.

4. Use of sick leave at a rate that consistently leaves the employee with less than 16 hours.
NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Sick leave use associated with restricted or light duty (i.e., physical therapy).
2. Sick time used in conjunction with family leave law.
3. Patterned sick leave use which follows an agreement by the Office in order to accommodate a disability is not a violation of this standard.

341.2.14 MAINTAINING AN ACCEPTABLE LEVEL OF AVAILABILITY FOR WORK
Each member must maintain a level of availability for work during any regular reporting period that is at least that of the work unit’s calculated average for the reporting period.

Public safety work requires team effort, and each member plays an important part as a member of the team. Unless members are regularly available for duty, work cannot go on effectively or efficiently. Excessive absenteeism causes unnecessary increases in official operating expenses.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. All unauthorized absences.
2. Failing to attend a scheduled training course or being absent for any period of time from a scheduled training course without direct approval from appropriate authority.
3. Time late reporting for duty after receiving notice to correct.
4. Time lost because of reporting to duty unfit or not ready for duty. This includes physical or mental fitness, and the failure to bring or wear necessary equipment or uniform.
5. Time lost sleeping, loafing, or watching television while on duty.
6. Time spent conducting personal business on work time.
7. Time spent on extended lunch or work break after receiving notice to correct.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Earned vacation time.
2. Approved time in training, special work, or educational assignments.
Standards of Conduct

3. Minimal required military commitment time as permitted by law.
4. Time off on approved disability (e.g., serious injuries in the line of duty, pregnancy).
5. Approved bereavement leave.
6. Time off for jury duty.
7. Personal leave days when used according to policy.

341.2.15 PHYSICAL AND MENTAL READINESS TO PERFORM ASSIGNED DUTIES AND ESSENTIAL JOB FUNCTIONS

Members shall report to work and while working must remain mentally, physically, and emotionally ready to assume and competently perform all their assigned duties and essential job functions.

1. Effective, efficient and safe public service depends on members being ready to perform competently and effectively at a moment’s notice. Public trust and quite often threats to member safety can occur in a public safety organization if management had to wait for nonperformance to occur before testing and monitoring for readiness. It is reasonable and logical to assume that members who are physically and mentally ready to perform will be better performers than those who are not as physically and mentally prepared.

2. Members who lack the physical and mental capabilities to assume the responsibilities and duties expected of their jobs create a public safety hazard for themselves as well as others who may depend on their performance to provide an effective, efficient and safe protective service.

3. It will be job functions that are performed on a regular basis that are used to determine in part the expected level of the member’s fitness and mental and emotional readiness.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Behaving in a manner that would lead a reasonable person to suspect that the member’s mental ability, attitude, or demeanor were atypical (e.g., hostile or offensive behavior, profuse anger beyond normal agitation).

2. Failing to pass any test or examination (e.g., fitness, drug, psychological) that is directly associated with the nature of the member’s essential job functions may be evidence of a state of un-readiness to assume the duties and responsibilities of the member’s position.

3. Failing to perform an assigned task and an investigation into the matter reveals a lack of physical or mental readiness.

4. Reporting for work after taking any substance, including prescription or “over the counter” medication which impairs the members ability to perform the essential job functions. If the member is unsure as to the effects of a substance taken, it is the member’s duty and
Standards of Conduct

responsibility to report the matter to the member’s supervisor for a determination as to whether the member is fit for work.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Occasionally failing to perform at peak performance, especially after a recent shift change is expected. However, the member never relinquishes the responsibility for adequate performance regardless of conditions.

2. Members working in temporary light duty assignments or who are being accommodated due to a disability are not in violation of the standard relative to such assignment or disability.

341.2.16 USE AND CARE OF OFFICE PROPERTY AND EQUIPMENT

Members are accountable for the proper use and care of any property or equipment assigned to them, used by them, or under their direct or constructive care.

1. Constructive care means caring for equipment not being used, found, left unattended, or unsupervised. All members are accountable for assuming the care for such equipment and are required to take action affirmatively to return it to its place of proper storage.

2. Property means tangible and intangible ownership of goods, rights, or privileges of this Office (e.g., tools, weapons, copyrights, logos). Equipment is the tool by which this Office is able to accomplish its objectives and mission and represents a capital investment of public resources.

3. Management has the specific right and inherent interest in assuring the public that its equipment will be cared for and used in an effective, efficient and safe manner. Part of this responsibility includes designating what equipment will be used, how it will be used, who shall and shall not use Office equipment or property, and how it shall be cared for while entrusted to a member.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Private use of County equipment without the review and approval of an appropriate management or supervisory person.

2. Failing to report damaged or dysfunctional equipment.

3. Failing to report loss of county property or equipment.

4. Purposefully disabling or further damaging equipment.

5. Failing to avoid damaging or purposefully damaging equipment.
Standards of Conduct

6. Failing to perform routine and regular maintenance on assigned equipment.

7. Testing or using County equipment in an unauthorized manner that results in damage to the equipment.

8. Using special or restricted County equipment without gaining proper supervisory authorization.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Unique uses of equipment under abnormal or emergency conditions to facilitate the saving of a life or prevention of further injury or serious damage to another person or property.

2. Any equipment damaged, torn lose, or damaged as a result of an altercation that was properly placed, secured, stored, or handled is not a violation of this standard.

3. Failure to perform routine and regular maintenance is not a violation without instruction of maintenance needs.

341.2.17 AIDING OTHER MEMBERS

Members shall, during the line of duty, come to the aid of another member when a request or need is made known.

The nature of public safety work frequently requires the support, assistance and safety of other members. Knowing this support will be rendered in time of need promotes and maintains morale and a sense of well-being among all members.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Establishing a pattern of being habitually not available or unable to respond to a request for assistance or to take a call.

2. Failing to self-initiate an appropriate response in a situation where another comparably trained employee with similar job responsibilities would self-initiate an appropriate response without waiting to be told to do so by a supervisor, peer or dispatcher.

3. The failure to participate as a backup for another member or the repeated dependence on another member to take the lead in potentially injurious or dangerous situations.

4. Purposefully going out of service (e.g., not answering a radio when called, unplugging the telephone to avoid taking a call, logging out of service) when substantial evidence indicates another member or person needs assistance.
Standards of Conduct

5. Being assigned to assist as a backup and habitually failing to be able to provide support or assistance.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Not responding to situations in which a similarly trained and experienced member (based on the facts known at the time) would not suspect or be led to believe that assistance was necessary.

2. Refusing to assist another in what would amount to a violation of law.

341.2.18 COMMITTING OR CONDONING ILLEGAL OR FORBIDDEN HARASSMENT

Illegal or forbidden harassment (e.g., sex, race, religion, national origin, ethnic, disability or age) are prohibited as a basis for conduct, behavior, or decisions affecting another member’s or potential member’s terms or conditions of employment. Members shall not use sex, race, religion, national origin, ethnic background, disability or age in their words, actions, gestures, conducts or behaviors that could reasonably be construed or perceived by another member or potential member as hostile, offensive or intimidating.

1. It is management’s right and responsibility to channel, control, and otherwise prohibit member behavior or conduct that has the potential to cause employer liability or disruption in the work force or to subject management to civil liability for violations of a member’s civil rights.

2. On-the-job or job-related sexual, ethnic, racial, national origin or religious harassment is a serious violation of a member’s, or potential members, civil rights. Civil courts hold employers and members highly accountable and liable for controlling behavior and conduct in these areas.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. A supervisor denying an employee with whom he or she currently has or has had a personal relationship an atypical amount of preferential job assignments or work conditions.

2. A supervisor giving an atypical amount of preferential or non-preferential job assignments or favorable or unfavorable considerations to an employee with whom he or she currently has or has had a personal relationship.

3. An employee observing or condoning, through actions or inactions, prohibited harassment by failing to properly report it to designated management authorities. This is particularly serious if a supervisor is found in violation.
Standards of Conduct

4. Continually asking an employee for dates once that employee has expressed no interest in starting or continuing a personal relationship.

5. Fails to demonstrate positive efforts to get along with a member of the opposite race, sex, religion, national origin or refusing to work with such persons.

6. Inability to get along with an employee of another race, sex, religion, or national origin, or refusing to work with such persons based on their protected status.

7. Making slurs based on sex, race, religion, national origin, age, physical disabilities, sexual preference or, ethnic background to or about employees.

8. Posting derogatory graffiti, cartoons, or script on bulletin boards, chalkboards, walls, locker rooms, or vehicles, or failing to remove, or arrange for the removal of such prohibited graffiti, cartoons, or illustrations.

9. Telling sexual, racial, ethnic, national origin or religious, sexual preference, age or handicap jokes or stories.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

   1. The telling of stories or jokes that do not have an illegal basis (such as sex, race, ethnic, national origin, religion, sexual preference, age, handicap).

   2. Language (not slang) in reports or other communications that provides standard descriptions of witnesses, suspects, and others; for example, three black males, one white female.

   3. Instances where potentially offensive language is necessary to facilitate a case investigation or protect a law enforcement identity, e.g. Narcotics, Vice, Gang Investigations.

   4. The unintentional, inadvertent hearing or viewing of explicit written or spoken words or actions that are potentially offensive when it is pertinent to a law enforcement incident.

341.2.19 ALCOHOL USE AND RELATED CONDUCT

Members shall not possess or consume alcoholic beverages on duty or while in uniform on duty or off duty, nor shall any member consume alcoholic beverages within eight hours prior to his or her reporting time for duty or report to duty with evidence of having consumed any alcoholic beverage.

The consumption or possession of alcoholic beverages by public officials is highly scrutinized by the public. Improper and excessive uses of such chemicals lead to severe criticisms of this Office and of all its members. Because a large portion of public safety work depends on the member’s ability to evaluate critical situations and make judgments that often affect public confidence, life, liberty, and safety, it is critical that judgments be as unimpaired as practicable. The effects of alcoholic beverages interfere with this decision-making ability.
Standards of Conduct

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Authorized alcohol consumption when the blood alcohol level exceeds the state’s presumptive level or the member’s behavior indicates that the member is under the influence of alcohol.

2. Any unapproved consumption of alcohol while in uniform (on or off duty).

3. Consumption of alcohol during off duty while on work standby and, if called out, not being able to report to duty without violating this standard.

4. Reporting to or remaining on duty with the smell of an alcoholic beverage on one’s breath or emitting erratic behavior that would indicate the member was under the influence of an alcoholic beverage or is suffering from a hangover.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Non-uniformed assignments where alcoholic consumption is necessary to facilitate a case investigation or protect a law enforcement identity.

2. Special events (out of uniform) when no reasonable expectations of assuming enforcement duties exist, and the purpose is to establish work contacts or promote public relations (e.g., social events or gatherings).

3. Lawful possession through duty necessity is not a violation of this standard.

341.2.20 USE OR UNLAWFUL SALE OR POSSESSION OF ILLEGAL OR UNAUTHORIZED DRUGS

Members shall not unlawfully possess, sell, consume, use or assist in the use of any illegal or unauthorized drugs or medications on duty or off duty.

Note: Unauthorized means any substance, drug or medication that is illegal to possess as well as any prescription medication that is used without medical approval.

The illegal and improper use of drugs is a national problem. Public officials who are known to use illegal drugs or use authorized drugs in an improper manner subject this Office to severe public criticism and damage the image of the total Office. By its very nature, public safety work depends on the member’s ability to evaluate critical situations and make judgments that affect public confidence and often citizen’s lives, liberties, and safety. It is critical that judgments be as unimpaired as practicable and free from the adverse effects of any drugs.

NOTE: “Examples of Violations” are a non-exclusive listing of all possible examples of violations of Standards of Conduct.” Examples promote understanding of the types of actions
Standards of Conduct

and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. The continued taking of a prescribed drug once the medical reason for the drug is no longer valid.

2. Use, possession or being under the influence of any unauthorized drugs or medication while on duty.

3. Reporting to duty or remaining on duty while displaying erratic behavior or actions that would lead a reasonable and prudent supervisor to believe the member was under the influence of drugs or medication.

4. Not being able to account (through proper documentation) for any drugs or substance handled by the member in an official capacity.

NOTE: “Examples of Non-Violations” are a non-exclusive listing of all possible examples of non-violations of Standards of Conduct.” Examples promote understanding of the types of actions and behaviors management wishes to prohibit or to command from its employees and are subject to periodic change as deemed necessary by management.

1. Involvement, either directly or indirectly, in the sale or distribution of any illegal drug, substance of abuse or related paraphernalia as a requirement of an official assignment (i.e., undercover narcotics work).

2. Prescription medicine permitted for use by an medical professional and management and that is used in the manner in which it is permitted.
Information Technology Use

342.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software and systems.

342.1.1 DEFINITIONS
Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Snohomish County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Office or Office funding.

**Hardware** - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, pagers, modems or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

**Temporary file, permanent file or file** - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

342.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Office in a professional manner and in accordance with this policy and or Snohomish County Information Services computer use policies.

342.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any office computer system.

The Office reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Office, including the office email system, computer network and/or any information placed into storage on any office system or device. This includes records of all keystrokes or Web-browsing history made at any office computer or over any office network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through office computers, electronic devices or networks.
Information Technology Use

Employees may not be asked or required to disclose logon information for their personal social networking accounts or to provide access to their personal social networking accounts unless otherwise allowed under RCW 49.44.200 (RCW 49.44.200).

342.4  RESTRICTED USE
Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Watch Commanders.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

342.4.1  SOFTWARE
Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any office computer. Members shall not install personal copies of any software onto any office computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the office while on office premises, computer systems or electronic devices. Such unauthorized use of software exposes the Office and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of office- or County-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

342.4.2  HARDWARE
Access to technology resources provided by or through the Office shall be strictly limited to office-related activities. Data stored on or available through office computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation or who otherwise have a legitimate law enforcement or office related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.
Information Technology Use

342.4.3 INTERNET USE
Internet access provided by or through the Office shall be strictly limited to office-related activities. Internet sites containing information that is not appropriate or applicable to office use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member’s assignment.

Downloaded information shall be limited to messages, mail and data files.

342.5 PROTECTION OF AGENCY SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

342.6 INSPECTION OR REVIEW
A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the office involving one of its members or a member’s duties, an alleged or suspected violation of any office policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the office computer system when requested by a supervisor or during the course of regular duties that require such information.
Report Preparation

344.1 PURPOSE AND SCOPE
Report preparation is a major part of each deputy's job. The purpose of reports is to document sufficient information to refresh the deputy’s memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

344.1.1 REPORT PREPARATION
Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting employee will be required by the reviewing supervisor to promptly make corrections and resubmit the report. Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employees’ opinions should not be included in reports unless specifically identified as such.

344.2 REQUIRED REPORTING
Written reports are required in all of the following situations on the appropriate office approved form unless otherwise approved by a supervisor.

344.2.1 CRIMINAL ACTIVITY
When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests
(b) All felony crimes
(c) Non-felony incidents involving threats or stalking behavior
(d) Situations covered by separate policy. These include:
   1. Use of Force Policy
Report Preparation

2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reports Policy

(e) All misdemeanor crimes where the victim desires a report

344.2.2 NON-CRIMINAL ACTIVITY
Incidents that require documentation on the appropriate approved report include:

(a) Any time a deputy points a firearm at any person.
(b) Any use of force against any person by a member of this office (see the Use of Force Policy).
(c) Any firearm discharge (see the Firearms Policy).
(d) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Reporting Policy).
(e) Any found property or found evidence.
(f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy).
(g) Suspicious incidents that may indicate a potential for crimes against children or that a child’s safety is in jeopardy.
(h) All protective custody detentions.
(i) Suspicious incidents that may place the public or others at risk.
(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor.

344.2.3 DEATH CASES
Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigation Policy. A deputy handling a death investigation should notify and apprise a supervisor of the circumstances surrounding the incident and a determination will be made on how to proceed, including found human body parts.

344.2.4 INJURY OR DAMAGE BY COUNTY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an on duty act of a County employee. Additionally, reports shall be taken involving damage to County property or County equipment whether on or off duty.
344.2.5 MISCELLANEOUS INJURIES
Any injury that is reported to this office shall require a report when:

(a) The injury is a result of drug overdose.
(b) Attempted suicide.
(c) The injury is major/serious, whereas death could result.
(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

344.2.6 ALTERNATE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.
(b) Misdemeanor thefts of property, other than firearms or materials that threaten public safety, when there is no suspect information, serial number or ability to trace the item. (Misdemeanor thefts of cellular telephones may be reported even though they have a serial number).
(c) Misdemeanor vandalism with no suspect information and no hate crime implications.
(d) Vehicle prowls with no suspect information or evidence.
(e) Stolen vehicle attempts with no suspect information or evidence.
(f) Annoying telephone calls with no suspect information.
(g) Identity theft without an identifiable suspect.
(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.
(j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to an alternate means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., Federal Communications Commission (FCC) website for identity theft, Internet Crime Complaint Center (IC3) website for computer crimes).

344.3 GENERAL POLICY OF EXPEDITIOUS REPORTING
In general, all deputies and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.
344.3.1 GENERAL USE OF OTHER HANDWRITTEN FORMS
County, state and federal agency forms may be block printed as appropriate. In general, the form itself may make the requirement for typing apparent.

344.4 REPORT CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should return the report to the employee stating the reasons for rejection. The report should be returned to the reporting employee for correction as soon as practical. It shall be the responsibility of the originating deputy to ensure that any report returned for correction is processed in a timely manner.

344.5 REPORT CHANGES OR ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring deputy only with the knowledge and authorization of the reviewing supervisor.
Media Relations

346.1 PURPOSE AND SCOPE
This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

346.2 RESPONSIBILITIES
The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff, however, in situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, Director of Communications, Bureau Commanders, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

346.2.1 MEDIA REQUEST
Any media request for information or access to a law enforcement situation shall be referred to the designated office media representative, or if unavailable, to the on call Public Information Officer. Any member of the agency acting as the on call Public Information Officer is expected to deal with the media in a timely, professional and cooperative manner. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this office make any comment or release any official information to the media without prior approval from a supervisor or the designated office media representative.

(b) In situations involving multiple law enforcement agencies or other public entities (e.g. schools, fire departments, FAA), every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this office.

(c) Under no circumstance should any member of this office make any comment(s) to the media regarding any law enforcement incident not involving this office without prior approval of the Sheriff or on duty PIO.

346.3 MEDIA ACCESS
Authorized members of the media shall be provided fair and reasonable access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

(a) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Public Information Officer or other designated
spokesperson. Agency employees staging media should keep in mind that media should expect the same reasonable access to areas as the public.

2. Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

(b) Sheriff’s Office employees will not facilitate or schedule media interviews with individuals in custody.

A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions imposed on the public as determined by the supervisor in charge. Office members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

346.3.1 PROVIDING ADVANCE INFORMATION
To protect the safety and rights of deputies and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, will not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff. Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception the Sheriff will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

346.4 SCOPE OF INFORMATION SUBJECT TO RELEASE
When requested, the office may make available the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants, victims, and witnesses) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(b) The date, time, location, case number, name, age, hometown (if known) and charges for each person arrested by this office unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
Media Relations

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

Identifying information concerning deceased individuals shall not be released to the media. Such information will be released by the Medical Examiner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated office media representative, PIO, or the Public Records Officer. Such requests will generally be processed in accordance with the provisions of the Public Records Act (RCW Chapter 42.56.001 et seq.).

346.4.1 RESTRICTED INFORMATION
It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this office (see the Records Maintenance and Release and Personnel Files policies). When in doubt, authorized and available legal counsel should be obtained.

It shall be the responsibility of the on duty Public Information Officer to be familiar with applicable federal and state privacy and public records laws, including:

(a) 18 USC sec 123 § 2721 Driver's Privacy Protection Act
(b) RCW 7.69A.030
(c) RCW 9.73.090.1(iv)
(d) RCW 10.97.050
(e) RCW 11.02.005
(f) RCW 13.50.050/100
(g) RCW 42.56.240(1) and (2)
(h) RCW 68.50.105
(i) RCW 70.48.100(3)(a)

346.5 PUBLIC INFORMATION OFFICER NOTIFICATION
In the event of a major incident or disaster or other incident that requires notification of the Command Staff, the Public Information Officer shall also be notified. Major incidents include: homicide, felony assault, fatal or major collisions, SWAT team call out, missing child or endangered person, search and rescue activity, specialty unit call out (Marine Unit, Dive Unit, Helicopter Rescue Unit, etc.), disaster, or other incidents that may generate a large amount of bystanders and public interest.
Subpoenas and Court Appearances

348.1 PURPOSE AND SCOPE
This policy establishes the guidelines for office members who must appear in court. It will allow the Snohomish County Sheriff's Office to cover any related work absences and keep the Office informed about relevant legal matters.

348.2 POLICY
Snohomish County Sheriff's Office members will respond appropriately to all subpoenas and any other court-ordered appearances.

348.3 SUBPOENAS
Only office members authorized to receive a subpoena on behalf of this office or any of its members may do so.

A subpoena may be served upon a member by personal service or by leaving such copy at the place of his/her residence (Civil Rules, CR 45; Civil Rules, CRLJ 45; Criminal Rules, CrRLJ 4.8; Criminal Rules, CrR 4.8).

Criminal subpoenas may also be served upon a member by first-class mail in a limited criminal matter. A criminal subpoena in Superior Court may be served by first-class mail together with a waiver of personal service and instructions for returning such waiver to complete service (Criminal Rules, CrRLJ 4.8; Criminal Rules, CrR 4.8).

348.3.1 PROCEDURE
To ensure that the deputy is able to appear when required, that the deputy is compensated for such appearance, and to protect the Office's right to reimbursement, deputies shall follow the established procedures for the receipt of a civil subpoena.

348.3.2 CIVIL SUBPOENA ACCEPTANCE
Subpoenas shall not be accepted in a civil action in which the deputy or Office is not a party without properly posted fees.

348.3.3 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

348.3.4 CIVIL SUBPOENA
The Office will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current collective bargaining agreement.

The Office should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.
348.3.5  SPECIAL NOTIFICATION REQUIREMENTS
Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the Prosecutors Office or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the County or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member’s on-duty activity or because of his/her association with the Snohomish County Sheriff's Office.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Snohomish County Sheriff's Office.

The supervisor will then notify the Sheriff and the appropriate prosecuting attorney as may be indicated by the case. The Sheriff should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

348.4  FAILURE TO APPEAR
Any member who fails to comply with the terms of any properly served, Sheriff’s Office related subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

348.5  COURTROOM PROTOCOL
When appearing in court, members shall:

(a) Be punctual when appearing in court and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the appropriate uniform or business attire (Uniforms #1044).

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

348.5.1  TESTIMONY
Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

348.6  OVERTIME APPEARANCES
When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current memorandum of understanding or collective bargaining agreement.
Reserve Deputies

350.1 PURPOSE AND SCOPE
The Snohomish County Sheriff's Office Reserve Unit was established to supplement and assist regular sworn sheriff's deputies in their duties. This unit provides professional, sworn volunteer reserve deputies who can augment regular staffing levels.

350.2 SELECTION AND APPOINTMENT OF SHERIFF'S RESERVE DEPUTIES
The Snohomish County Sheriff's Office shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this office.

350.2.1 PROCEDURE
All applicants shall be required to meet and pass the same pre-employment procedures as regular sheriff's deputies before appointment (RCW 43.101.095).

Before appointment to the Sheriff's Reserve Unit, an applicant must have completed, or be in the process of completing, a CJTC approved basic academy or reserve academy (WAC 139-05-810).

350.2.2 APPOINTMENT
Applicants who are selected for appointment to the Sheriff's Reserve Unit shall, on the recommendation of the Sheriff, be sworn in by the Sheriff and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

The Snohomish County Sheriff's Office shall immediately notify the CJTC of appointments on a CJTC personnel action report form (WAC 139-05-810).

350.2.3 COMPENSATION FOR SHERIFF'S RESERVE DEPUTIES
Compensation for reserve deputies is provided as follows:

All property issued to the reserve deputy shall be returned to the Office upon termination or resignation.

Reserve Deputy Sheriff's may not work paid details other than the Evergreen State Fair, unless approved by the Sheriff and the Deputy Sheriff's Association. This does not apply to reserve deputy sheriff's hired as Civil Service Provisional deputy sheriff's.

350.3 DUTIES OF RESERVE DEPUTIES
Reserve deputys assist regular deputies in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve deputys will usually be to augment the Patrol Bureau. Reserve deputys may be assigned to other areas within the Office as needed. Reserve deputys are required to work a minimum of 8 hours per month.
Reserve Deputies

350.3.1 POLICY COMPLIANCE
Sheriff's reserve deputies shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each reserve deputy upon appointment and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a sworn regular full-time deputy, it shall also apply to a sworn reserve deputy unless by its nature it is inapplicable.

350.3.2 RESERVE DEPUTY ASSIGNMENTS
All reserve deputies will be assigned to duties by the Reserve Coordinator or his/her designee as per the Reserve Deputy Program SOP.

350.4 FIREARMS REQUIREMENTS

350.4.1 CARRYING WEAPON ON DUTY
It is the policy of this office to allow reserves to carry firearms only while on duty or to and from duty.

350.4.2 CONCEALED PISTOL PROHIBITED
No reserve will be permitted to carry a concealed pistol while in an off-duty capacity, other than to and from work, except those reserves who possess a valid Concealed Pistol License. An instance may arise where a reserve is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve may be permitted to carry a pistol more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve deputy who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to office standards. The weapon must be registered by the reserve deputy and be inspected and certified as fit for service by an office armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve deputy shall have demonstrated his/her proficiency with said weapon.

When a reserve has satisfactorily completed all three phases of training (as outlined in FIELD TRAINING), he/she may be issued a permit to carry a concealed weapon. The decision to issue a concealed weapon permit will be made by the with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon permit a reserve’s qualification will be individually judged. A reserve ‘s dedication to the program and demonstrated maturity, among other factors, will be considered before a concealed weapon permit will be issued. Once issued, the concealed weapon permit will be valid only for as long as the reserve remains in good standing with the Reserve Program.

350.4.3 RESERVE DEPUTY FIREARM TRAINING
All reserve deputies are required to maintain proficiency with firearms used in the course of their assignments. Reserve deputies shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:
Reserve Deputies

(a) All reserve deputies are required to meet the same firearms standards set for regular Deputy Sheriffs.

(b) Reserve deputies may qualify during the sessions scheduled for regular deputy sheriff's with prior coordination through the firearm instructors, or the Training Unit.

(c) Should a reserve deputy fail to meet the firearms standards, administrative duties may be assigned at the discretion of the Special Operations Division Commander until standards are meet.

350.5 EMERGENCY CALL-OUT FOR RESERVE PERSONNEL
The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel.

350.6 TERMINATION OF RESERVE DEPUTY
If a reserve deputy is terminated for any reason, including resignation, the Snohomish County Sheriff's Office shall notify the CJTC on a CJTC personnel action form within 15 days of the termination (WAC 139-05-810).

This policy has an accompanying SOP titled Reserve Deputy Program.
Outside Agency Assistance

352.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

352.1.1 ASSISTING OUTSIDE AGENCIES
Generally, calls for assistance from other agencies are routed to supervisors for approval. When an authorized employee of an outside agency requests the assistance of this office in taking a person into custody directly to a deputy, that deputy shall notify a supervisor. Any arrestees may be temporarily detained by our agency until arrangements for transportation are made by the outside agency. Only in exceptional circumstances will this office provide transportation of arrestees to other county facilities.

When such assistance is rendered, a case number will be issued to report action taken by Snohomish County Sheriff's Office Personnel. Probation violators temporarily detained by this office will not ordinarily be booked at this office.

Deputies may respond to a request for emergency assistance and they shall notify a supervisor of their activity as soon as practicable.

Any on-duty deputy who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Snohomish County Sheriff's Office shall notify his/her supervisor or the Watch Commander and the Communications Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

352.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this office.

352.3 REQUESTING OUTSIDE ASSISTANCE
If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

352.4 MANDATORY SHARING
Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administrative Services Bureau Commander or the authorized designee.
Outside Agency Assistance

The documentation should include:

(a) The conditions relative to sharing.
(b) The training requirements for:
   1. The use of the supplies and equipment.
   2. The members trained in the use of the supplies and equipment.
(c) Any other requirements for use of the equipment and supplies.
Handcuff Policy

354.1 PURPOSE AND SCOPE
This procedure provides guidelines for handling situations involving handcuffing during detentions and arrests. This policy is also applicable to Flexcuffs, which will be considered synonymous with handcuffs for purposes of this policy.

354.2 HANDCUFFING POLICY
Although a deputy should handcuff all arrestees regardless of the circumstances, and is recommended for most arrest situations, handcuffing is a discretionary procedure and not an absolute rule of the Office. The arresting deputy may consider the circumstances leading to the arrest, the attitude of the arrested person, and the age, sex, and health of the person before any decision not to handcuff an arrestee is made. Officer safety is the primary concern.

It is not the intent of the Office to dissuade deputies from handcuffing all persons they believe warrant that degree of restraint, nor is it the intent of this policy to create the atmosphere that increases risk. In most situations handcuffs should be applied with the hands behind the person, tested for proper fit and double-locked if practical. Handcuffs should be removed as soon as the arrested person is safely confined within the jail.

354.2.1 IMPROPER USE OF HANDCUFFS
Handcuffing is never done to punish, to display authority, or as a show of force. Persons are handcuffed only to restrain their hands to ensure officer safety. Handcuffs shall be double locked to prevent tightening which may cause undue discomfort or injury to the hands or wrists.

354.2.2 JUVENILES
Juveniles 14-years of age or older may be handcuffed when the act committed is of a felonious nature or when their acts have amounted to crimes where the deputy has a reasonable suspicion the suspect may have a desire to escape, injure themselves, injure the deputy, or destroy property.

Juveniles under 14-years of age generally will not be handcuffed unless their acts have amounted to a dangerous felony or when they are of a state of mind which suggests a reasonable probability of their desire to escape, injure themselves, the deputy, or to destroy property.

354.2.3 HANDCUFFING OF DETAINEES
Situations may arise where it may be reasonable to handcuff an individual who may, after subsequent investigation, be released prior to arrest. Such a situation is considered a detention, rather than an actual arrest. Handcuffs should be removed as soon as it is determined that the detained person will not be arrested. Unless it is determined that a detainee is to be arrested, the use of handcuffs on detainees at the scene of a search warrant should continue for only as long as is reasonably necessary to assure the safety of deputies and others. When an individual is handcuffed and released without an arrest, a report of the incident shall be made to document the details of the detention and need for use of handcuffs.
Registered Offender Information

356.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Snohomish County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction and how the Office will disseminate information and respond to public inquiries for information about registered offenders.

356.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to identify registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose to the community at large. The Snohomish County Sheriff’s Office follows the WASPC Model Policy for Adult and Juvenile Offender Registration and Community Notification.

See attached link:
http://www.waspc.org/assets/SexOffenders/so%20community%20notification%20model%20policy%20july%202015.docx%20final.pdf

356.2.1 REGISTERED SEX OFFENDERS RISK LEVELS
The Level Classification Tool is used to assess a sex offender’s risk to the community at large. The Risk Level Classification Tool places sex offenders into one of three notification levels as listed:

Level I Offenders - Present the lowest possible risk to the community at large and their likelihood to re-offend is considered minimal.

Level II Offenders - Present a moderate risk to the community at large and they have a higher likelihood of re-offending than Level I offenders. They are considered a higher risk to re-offend because of the nature of their previous crime(s) lifestyle, and participation in approved treatment programs.

Level III Offenders - Pose the highest risk potential to re-offend. Most have prior sex crime convictions as well as other criminal convictions. Their lifestyles and choices place them in this classification. Some may have refused or failed to complete approved treatment.

356.3 REGISTRATION
The Snohomish County Sheriff's Office shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the Snohomish County Sheriff's Office shall ensure that the registration information is provided to the Washington State Patrol (WSP) within five working days in accordance with RCW 43.43.540. The Washington Association of Sheriffs and
Police Chiefs (WASPC) shall be provided any requested information for the administration of the Sex Offender Information website (RCW 4.24.550).

A criminal investigation for failure to register will be initiated if a registrant refuses to provide any of the required information or complete the process.

356.3.1 REQUIREMENTS OF REGISTRATION FOR SEX OR KIDNAPPING OFFENDERS
Sex or kidnapping offenders who are required to register must appear in person and provide the following (RCW 9A.44.130):

- Name
- Complete residential address or where he/she plans to stay
- Date and place of birth
- Place of employment
- Crime for which the person has been convicted
- Date and place of conviction
- Aliases
- Social Security number
- Biological sample if one has not already been submitted to the WSP (see the Biological Samples Policy for collection protocol) (RCW 43.43.754)

Offenders lacking a fixed residence must keep an accurate accounting of where he/she stays during the week and provide it to the Snohomish County Sheriff's Office upon request.

356.4 REGISTERED OFFENDERS ADDRESS VERIFICATION
The Snohomish County Sheriff's Office shall establish a system to periodically verify that a registrant remains in compliance with his/her registration requirements after the initial registration. When an offender registers with the county sheriff pursuant to RCW 9A.44.130, the county sheriff shall notify the police chief or town marshal of the jurisdiction in which the offender has registered to live. If the offender registers to live in an unincorporated area of the county, the sheriff shall make reasonable attempts to verify that the offender is residing at the registered address. If the offender registers to live in an incorporated city or town, the police chief or town marshal shall make reasonable attempts to verify that the offender is residing at the registered address. This verification should include, as applicable:

(a) Efforts to confirm residence using a verification under RCW 9A.44.135.
(b) Review of information on the WASPC Sex Offender Information website or the Offender Watch website.
(c) Contact with a registrant's community correction officer.
(d) Review any available Washington State database.
Registered Offender Information

(e) Snohomish County Sheriff's Office should conduct face to face address verification once a year for level I registered sex and kidnapping offenders, semi-annually for level II offenders, and quarterly for level III offenders.

356.4.1 OFFENDERS TRAVELING OUT OF THE COUNTRY
When written notice is received from a registrant who intends to travel outside of the United States, the Sheriff shall notify the United States Marshals Service as soon as practicable after receipt of notification and also of any further notice of changes or cancellation of travel plans (RCW 9A.44.130(3)).

356.5 SEX OFFENDER RISK ASSESSMENT
The Snohomish County Sheriff's Office shall establish a procedure to review and assign an initial risk level classification of sex offenders who have moved or are released into this jurisdiction and the risk assessment level has not already been assigned by the Washington Department of Corrections. That procedure shall address (RCW 4.24.550(6)):

- The circumstances under which the Snohomish County Sheriff's Office is authorized to assign its own risk level.
- Risk level classification criteria.
- What risk assessment tools may be used and how such tools are scored.
- Assessment of known aggravating or mitigating factors related to the risk posed by the offender to the community.
- Notification process following a change in the risk level classification.
- The process for an offender to petition for review of the risk level classification.
Major Incident Notification

358.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of this office in determining when, how and to whom notification of major incidents should be made.

358.2 POLICY
The Snohomish County Sheriff's Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this office to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

358.3 SUPERVISOR RESPONSIBILITY
The supervisor is responsible for making the appropriate chain of command notifications. The supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification of additional staff. The supervisor shall attempt to make the notifications as soon as practical. Supervisors shall use the Consultation Guidelines form to determine specialty unit notifications found at: (S:\Templates and Forms\Reports)

ConsultationGuidelines.pdf

358.4 MINIMUM CRITERIA FOR NOTIFICATION
Most situations where the media show a strong interest are also of interest to the Sheriff and the affected Bureau Chief. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

(a) Homicides.
(b) Traffic accidents with fatalities.
(c) Officer-involved shooting on- or off-duty (See the Officer-Involved Shootings and Deaths Policy for special notifications).
(d) Significant injury or death to employee on- or off-duty.
(e) Death of a prominent Snohomish County official.
(f) Arrest of Office employee or prominent Snohomish County official.
(g) Aircraft crash with major damage and/or injury or death.
(h) In-custody deaths.
Death Investigation

360.1 PURPOSE AND SCOPE
The investigations of cases involving death include those ranging from natural cause to homicide. Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations cannot be emphasized enough.

360.2 INVESTIGATION CONSIDERATIONS
Death investigation cases require certain actions be taken. Paramedics shall be called in all suspected death cases unless the death is obvious (decapitated, decomposed, etc.). Deputies are not authorized to pronounce death. A supervisor shall be notified in all death investigations.

360.2.1 MEDICAL EXAMINER JURISDICTION OVER REMAINS
The Medical Examiner (ME) has jurisdiction of bodies of all deceased persons. (RCW 65.50.010):

The body should not be disturbed or moved from the position or place of death without permission of the Medical Examiner except in cases where first aid or medical treatment is attempted, or for other life safety needs. In all cases, any movement or disturbing of the body or scene shall be documented in detail, preferably including photographs.

360.2.2 DEATH NOTIFICATION
When practical, and if not handled by the Medical Examiner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the deputy assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Medical Examiner may be requested to make the notification. The Medical Examiner needs to know if notification has been made. Assigned detectives may need to talk to the next-of-kin.
Identity Theft

362.1 PURPOSE AND SCOPE
Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

362.2 REPORTING

(a) In an effort to maintain uniformity in reporting, deputies presented with the crime of identity theft shall initiate a report for victims residing within the jurisdiction of this office. For incidents of identity theft occurring outside this jurisdiction, deputies should observe the following:

1. For any victim not residing within this jurisdiction, the deputy may either take a courtesy report to be forwarded to the victim's residence agency or the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he or she resides.

(b) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, deputies of this office should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and is reported in this jurisdiction).

(c) Deputies should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).

(d) Deputies should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and DOL) with all known report numbers.

(e) Following supervisory review and office processing, the initial report should be forwarded to the appropriate detective for follow up investigation, coordination with other agencies and prosecution as circumstances dictate.
Limited English Proficiency Services

368.1 PURPOSE AND SCOPE
Language barriers can sometimes inhibit or even prohibit individuals with limited English proficiency (LEP) from gaining meaningful access to, or an understanding of important rights, obligations and services. It is therefore the policy of this office to take all reasonable steps to ensure timely and equal access to all individuals, regardless of national origin or primary language (Title VI of the Civil Rights Act of 1964, § 601, 42 USC 2000d)

368.1.1 DEFINITIONS
Limited English Proficient (LEP) - Those individuals whose primary language is not English. If these individuals have a limited ability to read, write, speak, or understand English, they are limited English proficient.

368.2 FOUR FACTOR ANALYSIS
Since there are potentially hundreds of languages deputies could encounter, this office will analyze four factors in determining those measures which will provide reasonable and meaningful access to various rights, obligations, services and programs to everyone. It is recognized that law enforcement contacts and circumstances will vary considerably, therefore this analysis must remain flexible and requires an ongoing balance of the following four factors:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by deputies or who may benefit from programs or services within the Office jurisdiction or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with deputies, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

As indicated above, the intent of this analysis is to provide a balance that reasonably ensures meaningful access by LEP individuals to critical services while not imposing undue burdens on the Office or deputies.

368.2.1 QUALIFYING INDIVIDUALS
While this office will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right, the above analysis will be utilized to determine the availability and level of assistance provided to any LEP individual or group.
Limited English Proficiency Services

368.3 TYPES OF LEP ASSISTANCE AVAILABLE
Depending on the balance of the above four factors, this office will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services, where available. LEP individuals may elect to accept interpreter services offered by the Office at no cost or choose to provide their own interpreter services at their own expense. Deputies should document in any related report whether the LEP individual elected to use interpreter services provided by the Office or some other source. Office provided interpreter services may include, but are not limited to:

368.3.1 BILINGUAL STAFF
Individual deputies and employees need not be certified as interpreters, but need only have a competent understanding of the language involved. When bilingual employees of this office are not available, employees from other departments within the area may be requested by a supervisor depending on the circumstances.

368.3.2 WRITTEN FORMS AND GUIDELINES
This department will endeavor to provide frequently used and critical forms and guidelines in languages most commonly represented within the community or a particular area. When appropriate, these forms will be conspicuously posted at the front counter and otherwise available upon request. For example, the Office Personnel Complaint form and information about various office programs and services should be made readily available to LEP individuals.

368.3.3 AUDIO RECORDINGS
From time to time, the Office may develop audio recordings of important information needed by LEP individuals. For example, deputies may be provided with a canine warning or crowd dispersal order for broadcast in a language most likely to be understood by involved LEP individuals.

368.3.4 TELEPHONE INTERPRETER SERVICES
The Dispatch Supervisor will maintain a list of qualified interpreter services which may be contacted to assist LEP individuals upon approval of a supervisor.

368.3.5 COMMUNITY VOLUNTEERS
Depending on the circumstances, location and availability, responsible members of the community may be available to provide qualified interpreter services. Sources for these individuals may include local businesses, banks, churches, neighborhood leaders and school officials.

368.3.6 FAMILY AND FRIENDS OF LEP INDIVIDUAL
While family and friends of an LEP individual may frequently offer to assist with interpretation, deputies should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in emergency or critical situations. Further, the nature of the contact and relationship between the LEP individual and the individual offering services must be carefully considered (e.g., victim/suspect).
Limited English Proficiency Services

368.4 LEP CONTACT SITUATIONS AND REPORTING

While all law enforcement contacts, services and individual rights are important, this office will utilize the four-factor analysis to prioritize language services so that they may be targeted where most needed because of the nature and importance of the particular law enforcement activity involved.

Whenever any member of this office is otherwise required to complete a report or other documentation and translation services are provided to any involved LEP individual(s), such services should be noted in the related report.

368.4.1 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

In order to provide LEP individuals with meaningful access to police services when they are victims of, or witnesses to, alleged criminal activity or other emergencies, this office has designated its 9-1-1 lines as its top priority for language services. Office personnel will make every reasonable effort to promptly accommodate such LEP individuals utilizing 9-1-1 lines through any or all of the above resources.

While 9-1-1 calls shall receive top priority, it is also important that reasonable efforts be made to accommodate LEP individuals seeking more routine access to services and information from this office.

368.4.2 CUSTODIAL INTERROGATIONS AND BOOKINGS

In an effort to ensure the rights of LEP individuals are protected during arrest and custodial interrogation, this office places a high priority on providing competent translation during such situations. It is further recognized that miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. As such, office personnel providing translation services or forms in these situations will make every reasonable effort to accurately translate all communications with LEP individuals.

Employees providing translation services shall also be aware of the inherent communication impediments to gathering information from the LEP individual throughout the booking process or any other situation in which an LEP individual is within the control of Office personnel. Medical screening questions are commonly used to elicit information on individual's medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners, therefore it is important for this office to make every reasonable effort to provide effective language services in these situations.

368.4.3 FIELD ENFORCEMENT AND INVESTIGATIONS

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts which may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary, therefore the Office recognizes that it would be virtually impossible to provide immediate access to complete translation services to every deputy in the field. Each deputy and/or supervisor must,
however, assess each such situation to determine the need and availability for translation services to any and all involved LEP individuals.

Although not every situation can be addressed within this policy, it is important that a deputy is able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action taken with an LEP individual. It would also, for example, be meaningless to request consent to search if the deputy is unable to effectively communicate with an LEP individual.

368.4.4 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this office, have become increasingly recognized as important to the ultimate success of more traditional law enforcement duties. As such, this office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services to LEP individuals and groups.

368.5 TRAINING
In an effort to ensure that all employees in public contact positions (or having contact with those in custody) are properly trained, this office will provide periodic training in the following areas:

(a) Employee awareness of LEP policies, procedures, forms and available resources.
(b) Employees having contact with the public (or those in our custody) are trained to work effectively with in-person and telephone interpreters.
(c) Training for management staff, even if they may not interact regularly with LEP individuals, in order that they remain fully aware of, and understand this policy, so they can reinforce its importance and ensure its implementation by staff.
Hearing Impaired/Disabled Communications

370.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

370.1.1 DEFINITIONS
Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, trans literators, sign language interpreters and intermediary interpreters. Qualified interpreters should be certified pursuant to RCW 2.42.110.

370.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

370.2.1 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, office employees should remain alert to the possibility of communication problems and exercise special care in the use of all gestures, and verbal and written communication in an effort to minimize initial confusion and misunderstanding when dealing with any individual(s) with known or suspected disabilities or communication impairments.

370.3 TYPES OF ASSISTANCE AVAILABLE
Depending on the balance of the factors available for consideration at the time, this office will make every reasonable effort to provide meaningful and timely assistance to disabled individuals through a variety of services, where available. Disabled individuals may elect to accept such
Hearing Impaired/Disabled Communications

assistance at no cost, choose to provide their own communication services at their own expense or any combination thereof. In any situation, the individual's expressed choice of communication method shall be given primary consideration and honored unless the employee can adequately demonstrate that another effective method of communication exists under the circumstances.

Deputies should document the type of communication utilized in any related report and whether a disabled or impaired individual elected to use services provided by the Office or some other identified source. Office provided services may include, but are not limited to the following:

370.3.1 FIELD RESOURCES
Individual deputies and employees are encouraged to utilize resources immediately available to them in any contact with a known or suspected disabled or impaired person. Examples of this would include such simple methods as:

(a) Hand gestures or written communications exchanged between the employee and a deaf or hearing impaired individual.

(b) Facing an individual utilizing lip reading and speaking slowly and clearly.

(c) Slowly and clearly speaking or reading simple terms to any visually or mentally impaired individual.

370.3.2 TELEPHONE INTERPRETER SERVICES
The Dispatch Supervisor may maintain a list of qualified interpreter services to be contacted at office expense to assist deaf or hearing impaired individuals upon approval of a supervisor. When utilized, notification to such interpreters shall be made at the earliest reasonable opportunity and the interpreter should be available to respond within a reasonable time.

370.3.3 TTY AND RELAY SERVICES
Individuals who are deaf or hearing impaired must be given the opportunity to use available text telephones (TTY or TDD). All calls placed by such individuals through such services shall be accepted by this office.

370.3.4 COMMUNITY VOLUNTEERS
Depending on the circumstances, location and availability, responsible members of the community may be available to provide qualified interpreter services, such as those who are proficient in American Sign Language (ASL). Sources for these individuals may include local businesses, banks, churches, neighborhood leaders and school officials.

370.3.5 FAMILY AND FRIENDS OF DISABLED OR IMPAIRED INDIVIDUAL
While family and friends of a disabled or impaired individual may frequently offer to assist with interpretation, employees should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in emergency or critical situations. Further, the nature of the contact and relationship between the disabled individual and the individual offering services must be carefully considered (e.g., victim/suspect).
370.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to
the next, members of this office should consider all information reasonably available to them when
determining how to communicate with an individual with a disability. Members should carefully
balance all known factors in an effort to reasonably ensure people who are disabled have equal
access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved.
The fact that an individual appears to be nodding in agreement does not always mean
he/she completely understands the message. When there is any doubt, members
should ask the individual to communicate back or otherwise demonstrate their
understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low
vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency,
custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does
not eliminate the obligation to reasonably ensure access. However, in an emergency,
availability may factor into the type of aid used.

370.4.1 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE
In order to provide disabled and impaired individuals with meaningful access to law enforcement
services when they are victims of, or witnesses to, alleged criminal activity or other emergencies,
this office has designated its 9-1-1 lines as its top priority for assistance with such services. Office
personnel will make every reasonable effort to promptly accommodate such disabled and impaired
individuals utilizing 9-1-1 lines through any or all of the above resources.

While 9-1-1 calls shall receive top priority, it is also important that reasonable efforts be made
to accommodate disabled and impaired individuals seeking more routine access to services and
information from this office.

370.4.2 CUSTODIAL INTERROGATIONS AND BOOKINGS
In an effort to ensure the rights of all disabled and impaired individuals are protected during
arrest and custodial interrogation, this office places a high priority on providing reasonable
communication assistance during such situations. It is further recognized that miscommunication
during custodial interrogations may have a substantial impact on the evidence presented in any
related criminal prosecution. As such, office personnel providing communication assistance in
these situations will make every reasonable effort to accurately and effectively communicate with
disabled or impaired individuals.

Employees providing such assistance shall also be aware of the inherent communication
impediments to gathering information from disabled or impaired individuals throughout the booking
process or any other situation in which a disabled or impaired individual is within the control
Hearing Impaired/Disabled Communications

of office personnel. Medical screening questions are commonly used to elicit information on individual's medical needs, suicidal inclinations, presence of contagious diseases, potential illness, resulting symptoms upon withdrawal from certain medications, or the need to segregate the arrestee from other prisoners, therefore it is important for this office to make every reasonable effort to provide effective communication assistance in these situations.

(a) Individuals who require communication aids (e.g., hearing aids) should be permitted to retain such devices while in custody.

(b) While it may present officer safety or other logistical problems to allow a physically disabled individual to retain devices such as a wheel chair or crutches during a custodial situation, the removal of such items will require that other reasonable accommodations be made to assist such individuals with access to all necessary services.

370.4.3 FIELD ENFORCEMENT AND INVESTIGATIONS
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts which may involve disabled or impaired individuals. The scope and nature of these activities and contacts will inevitably vary, therefore the Office recognizes that it would be virtually impossible to provide immediate access to complete communication services to every deputy in the field. Each deputy and/or supervisor must, however, assess each such situation to determine the need and availability for communication assistance to any and all involved disabled or impaired individuals.

Although not every situation can be addressed within this policy, it is important that employees are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action taken with a disabled or impaired individual. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with a deaf individual.

370.4.4 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this office have become increasingly recognized as important to the ultimate success of more traditional law enforcement duties. As such, this office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services to disabled individuals and groups.

370.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.
Hearing Impaired/Disabled Communications

Members should exercise special care in the use of all gestures, and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.
(b) The nature, length and complexity of the communication involved.
(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the Snohomish County Sheriff's Office, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

370.6 TYPES OF ASSISTANCE AVAILABLE

Snohomish County Sheriff's Office members shall never refuse to assist an individual based on their disabilities. The Office will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance.

The Office will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept office-provided auxiliary aids or services or they may choose to provide their own.

Office-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.
370.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Office may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

370.8 QUALIFIED INTERPRETERS
A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speech reading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.
(b) Experienced in providing interpretation services related to law enforcement matters.
(c) Familiar with the use of VRS and/or video remote interpreting services.
(d) Certified in either American Sign Language (ASL) or Signed English (SE).
(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use office-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

370.9 TTY AND RELAY SERVICES
In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Office will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).
Hearing Impaired/Disabled Communications

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

370.10 FAMILY AND FRIENDS
While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

370.11 REPORTING
Whenever any member of this office is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Office or some other identified source. If the individual’s express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

370.12 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Office recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this office. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual’s preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.
Hearing Impaired/Disabled Communications

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

370.12.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
(b) Exchange of written notes or communications.
(c) Verbal communication with an individual who can speech read by facing the individual and speaking slowly and clearly.
(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

370.13 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this office will provide interpreter services before beginning an interrogation, unless exigent circumstances exist. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter.

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.
370.14 ARRESTS AND BOOKINGS
If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use office-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the deputy reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee’s health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

370.15 COMPLAINTS
The Office shall ensure that individuals with disabilities who wish to file a complaint regarding members of this office are able to do so. The Office may provide a qualified interpreter or forms in enlarged print, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy.

370.16 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

370.17 TRAINING
To ensure that all members who may have contact with individuals who are disabled are properly trained, the Office will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.
(b) Procedures for accessing qualified interpreters and other available resources.
(c) Working with in-person and telephone interpreters and related equipment.
Hearing Impaired/Disabled Communications

The Training Sergeant shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Sergeant shall maintain records of all training provided, and will retain a copy in each member’s training file in accordance with established records retention schedules.
SERVICE ANIMALS

372.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines necessary to ensure the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

372.2 DEFINITIONS
A “service animal” is an animal that is individually trained to do work or perform tasks for the benefit of assisting or accommodating an individual's sensory, mental, or physical disability. The animal must be trained to engage in specific actions or tasks to assist the individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability. An animal whose sole function is as a pet or to provide comfort or emotional support does not qualify as a service animal under federal or Washington law.

372.3 USE OF SERVICE ANIMALS
Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals may be used in a number of ways to provide assistance, including but not limited to:

(a) Guiding people who are blind or have low vision.
(b) Alerting people who are deaf or hard of hearing.
(c) Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
(d) Pulling wheelchairs.
(e) Providing physical support and assisting with stability and balance.
(f) Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
(g) Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

372.4 SCSO RESPONSIBILITIES
Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Members of the Snohomish County Sheriff’s Office (SCSO) are expected to treat individuals with service animals with the same courtesy and respect that the SCSO affords to all members of the public.
**SERVICE ANIMALS**

372.4.1 PERMITTED INQUIRY
If it is apparent or if a SCSO member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is not apparent that an animal meets the definition of a service animal, the SCSO member may ask the individual only the following questions:

(a) Is the animal required because of a disability? and
(b) What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at a task, the animal meets the definition of a service animal and no further questions as to the animal’s status will be asked. The individual will not be questioned about his/her disability nor will the person be asked to provide any license, certification or identification card for the service animal.

372.4.2 EXCLUSION
If a service animal is not housebroken or is not under control, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an office member may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal. Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. When there is a legitimate reason to ask that a service animal be removed, the business must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
DNA Samples

374.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the collection of DNA evidence from those individuals required to provide such samples for the DNA data bank as mandated in the DNA Identification System (RCW 43.43.753).

374.2 PERSONS SUBJECT TO DNA COLLECTION
Every person convicted of, or adjudicated guilty of the equivalent juvenile offense of a felony, stalking under RCW 9A.46.110, harassment under RCW 9A.46.020, communicating with a minor for immoral purposes under RCW 9.68A.090, must have a biological sample collected for purposes of DNA identification analysis.

This office is only responsible to obtain samples from persons convicted of the listed offenses or adjudicated guilty of an equivalent juvenile offense who do not serve a term of confinement in a department of corrections facility, and do serve a term of confinement in this office's jail facility, for convictions on or after July 1, 2002 (RCW 43.43.754(1)).

374.2.1 POINT OF COLLECTION
As soon as administratively practicable after confinement persons required to provide DNA samples shall be processed for the necessary samples.

374.3 PROCEDURE
Upon a determination that any individual is qualified and required to provide DNA samples under the Act, the arresting deputy or other employee designated by a supervisor shall obtain DNA samples in accordance with this policy.

374.3.1 BLOOD SAMPLES
Health care providers trained and qualified to draw blood may only perform the withdrawal of blood in a medically approved manner.

374.3.2 BUCCAL SWABS
Buccal swab samples (taken from the inside of the mouth) may only be procured by employees who have successfully completed office approved training in the collection of buccal swabs. If an individual violently resists or presents other officer safety issues, employees may omit buccal swab samples upon approval of a supervisor.

374.3.3 FULL PALM PRINTS
Full palm print impressions shall be obtained on appropriate forms along with all DNA samples.

374.3.4 USE OF FORCE TO OBTAIN SAMPLES
If, after a written or oral request, an individual required to provide samples refuses to provide any or all of the required DNA samples, a sworn member of this office may use reasonable force
necessary and consistent with constitutional and legal requirements to compel them to submit to collection of the required sample (RCW 43.43.750).

Use of force to obtain such sample(s) should occur only under the following conditions:

(a) Prior to the use of reasonable force, the deputy(s) shall take and document reasonable steps to secure voluntary compliance.

(b) Prior to the use of reasonable force, the deputy(s) shall obtain written authorization from a supervisor which shall minimally include that the individual was asked to provide the sample(s) and refused.

(c) If the authorized use of reasonable force includes a cell extraction, such extraction shall be videotaped.

For the purpose of this section, the "use of reasonable force" shall be defined as the force that an objective, trained and competent deputy faced with similar facts and circumstances would consider necessary and reasonable to gain compliance.

374.4 PROCESSING DNA SAMPLES
All DNA or biological sample taken pursuant to RCW 43.43.752 through 43.43.758 shall be delivered to the forensic laboratory services bureau of the Washington State Patrol and shall be used solely for the purpose of providing DNA or other tests for identification analysis and prosecution of a criminal offense or for the identification of human remains or missing persons (RCW 43.43.754(2)).
Chaplains

376.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Snohomish County Sheriff's Office chaplains to provide counseling or emotional support to members of the Office, their families and members of the public (RCW 41.22.030; RCW 41.22.040).

376.2 POLICY
The Snohomish County Sheriff's Office shall ensure that office chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

376.3 ELIGIBILITY
Requirements for participation as a chaplain for the Office may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs, and excessive debt.
(b) Managing their households, families and personal affairs well.
(c) Having a good reputation in the community.
(d) Successful completion of a background investigation.
(e) Chaplains are practicing ordained Clergy as defined in (RCW 5.60.060).
(f) Possession of a valid Washington driver license.

The Sheriff may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

376.4 RECRUITMENT, SELECTION AND APPOINTMENT
The Snohomish County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as office personnel before appointment.

376.4.1 SELECTION AND APPOINTMENT
Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.
(b) Include a recommendation from employers or volunteer programs.
(c) Interview with the Sheriff and the chaplain coordinator.
(d) Successfully complete an appropriate-level background investigation.
(e) Complete a one year probationary period.
Chaplains

Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

376.4.2 RECRUITMENT
Chaplains should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with office members before and during the selection process.

376.5 IDENTIFICATION AND UNIFORMS
As representatives of the Office, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Volunteer uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by deputies through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued Snohomish County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Snohomish County Sheriff's Office identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or office property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this office.

376.6 CHAPLAIN COORDINATOR
The Sheriff shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administrative Services Bureau Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Office, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the chaplain coordinator and/or Watch Commander.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.
(b) Conducting chaplain meetings.
Chaplains

(c) Establishing and maintaining a chaplain callout roster.
(d) Maintaining records for each chaplain.
(e) Tracking and evaluating the contribution of chaplains.
(f) Maintaining a record of chaplain schedules and work hours.
(g) Completing and disseminating, as appropriate, all necessary paperwork and information.
(h) Planning periodic recognition events.
(i) Maintaining liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

376.6.1 OTHER RESPONSIBILITIES

(a) Participate in in-service training classes.
(b) Be willing to enter into training courses to enhance their effectiveness.
(c) Assist in contacting the assisted person’s personal clergyperson as soon as possible.
(d) Should a person request a representative/minister of a specific denomination other than a office chaplain, the on-scene chaplain will contact the appropriate clergy as requested.
(e) Make referrals in cases where specialized attention is needed, or in those cases that are beyond the chaplain's ability to assist.
(f) Chaplains may not accept gratuities offered for their services or follow-up contacts while functioning as a chaplain for the Snohomish County Sheriff's Office.

376.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Office, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Bureau. Chaplains may be assigned to other areas within the Office as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Office.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not attempt to convert or to recruit members of the Office or the public into a religious affiliation while representing themselves as chaplains with this office. If there is any question as to the receiving person’s intent, chaplains should verify that the person desires spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Snohomish County Sheriff's Office.
Chaplains

376.7.1  CHAPLAIN MEETINGS
All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

376.7.2  ASSISTING THE COMMUNITY
The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.
(b) Providing an additional link between the community, other chaplain coordinators and the Office.
(c) Providing liaison with various civic, business and religious organizations.
(d) Promptly facilitating requests for representatives or leaders of various denominations.
(e) Assisting the community in any other function as needed or requested.
(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

376.7.3  ASSISTING THE OFFICE
The responsibilities of a chaplain related to this office include, but are not limited to:

(a) Assisting members in the diffusion of a conflict or incident, when requested.
(b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Watch Commander or supervisor aids in accomplishing the mission of the Office.
(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of office members.
(e) Attending office and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
(f) Participating in in-service training classes.
(g) Willingness to train others to enhance the effectiveness of the Office.

376.7.4  ASSISTING OFFICE MEMBERS
The responsibilities of a chaplain related to office members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.
(b) Visiting sick or injured members in the hospital or at home.
(c) Attending and participating, when requested, in funerals of active or retired members.
Chaplains

(d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
(e) Providing counseling and support for members and their families.
(f) Being alert to the needs of members and their families.

376.7.5 OPERATIONAL GUIDELINES
(a) Chaplains are available on-call as designated by the chaplain program coordinator.
(b) Chaplains are encouraged to ride with deputies during any shift and observe Snohomish County Sheriff's Office operations. Watch Commander
(c) Chaplains shall not be evaluators of members of the Office.
(d) In responding to incidents, a chaplain shall never function as a deputy.
(e) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
(f) Chaplains shall serve only within the jurisdiction of the Snohomish County Sheriff's Office unless otherwise authorized by the Sheriff or the authorized designee.

376.7.6 COMPLIANCE
Chaplains are volunteer members of this office, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy, other applicable policies and Standard Operating Procedures.

376.8 PRIVILEGED COMMUNICATIONS
No person who provides chaplain services to members of the Office may work or volunteer for the Snohomish County Sheriff's Office in any capacity other than that of chaplain.

Office chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-office counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Snohomish County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

376.9 TRAINING
Chaplains must complete the CJTC Chaplain's Academy within one year of appointment. Chaplain's should also complete Sheriff's Office Citizens Academy and Peer Support training as soon as practical.
Off-Duty Law Enforcement Actions

377.1 PURPOSE AND SCOPE
The decision to become involved in a law enforcement action when off-duty can place a deputy as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for deputies of the Snohomish County Sheriff’s Office with respect to taking law enforcement action while off-duty.

377.2 POLICY
Initiating law enforcement action while off-duty is generally discouraged. Deputies should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Deputies are not expected to place themselves in unreasonable peril. However, any sworn member of this office who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, deputies should first consider reporting and monitoring the activity and only take direct action as a last resort.

377.3 FIREARMS
Deputies of this office may carry firearms while off-duty in accordance with federal regulations and office policy. All office issued firearms and ammunition must meet guidelines as described in the office Firearms Policy. When carrying office issued firearms while off-duty deputies shall also carry their office issued identification.

Deputies should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication or any combination thereof that would tend to adversely affect the deputy’s senses or judgment.

377.4 DECISION TO INTERVENE
There is no legal requirement for off-duty deputies to take law enforcement action. However, should deputies decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:

(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.

(b) The inability to communicate with responding units.
Off-Duty Law Enforcement Actions

(c) The lack of equipment, such as handcuffs, OC or baton.
(d) The lack of cover.
(e) The potential for increased risk to bystanders if the off-duty deputy were to intervene.
(f) Unfamiliarity with the surroundings.
(g) The potential for the off-duty deputy to be misidentified by other peace officers or members of the public.

Deputies should consider waiting for on-duty uniformed deputies to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

377.4.1 INTERVENTION PROCEDURE
If involvement is reasonably necessary, the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty deputy is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the deputy should loudly and repeatedly identify him/herself as an Snohomish County Sheriff's Office deputy until acknowledged. Official identification should also be displayed.

377.4.2 INCIDENTS OF PERSONAL INTEREST
Deputies should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances deputies should call the responsible agency to handle the matter.

377.4.3 CIVILIAN/NONSWORN RESPONSIBILITIES
Civilian personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

377.4.4 OTHER CONSIDERATIONS
When encountering a non-uniformed deputy in public, uniformed deputies should wait for acknowledgement by the non-uniformed deputy in case he/she needs to maintain an undercover capability.

377.5 REPORTING
Any off-duty deputy who engages in any law enforcement activity, regardless of jurisdiction, shall notify their supervisor as soon as practicable. Their supervisor shall determine whether a report should be filed by the employee.

Deputies should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate. Office personnel are not required to waive their Constitutional Rights under this section.
Child and Dependent Adult Safety

378.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this office.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

378.2 POLICY
It is the policy of this office when encountering an arrest or prolonged detention situation, the deputy should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered, children or dependent adults.

Deputies should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

(a) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), deputies should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

(b) Except when a court order exists limiting contact, the deputy should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(c) Notify the Department of Social and Health Services, if appropriate.

(d) Notify the field supervisor or Watch Commander of the disposition of children and dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting deputy should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.
Deputies shall notify Child Protective Services (CPS) whenever a child under 13 years of age is present in a vehicle and his/her parent, guardian or legal custodian is arrested for a drug or alcohol driving offense in accordance with the office Child Abuse Policy (RCW 26.44.250).

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should consider contacting the appropriate welfare service or other office-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff’s facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

378.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation, deputies should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, deputies should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Deputies should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, deputies should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, deputies should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be non-productive, the deputy at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

378.3.1 AFTER AN ARREST
Whenever an arrest is made, the deputy should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered, children or dependent adults.
Deputies should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

1. Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), deputies should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

2. Except when a court order exists limiting contact, the deputy should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(b) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(c) Notify the Department of Social and Health Services, if appropriate.

(d) Notify the field supervisor or Watch Commander of the disposition of children and dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting deputy should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

Deputies shall promptly notify Child Protective Services (CPS) whenever a child under 13 years of age is present in a vehicle and his/her parent, guardian or legal custodian is arrested for a drug or alcohol driving offense in accordance with the office Child Abuse Policy (RCW 26.44.250).

378.3.2 DURING THE BOOKING PROCESS
During the booking process, the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.
Child and Dependent Adult Safety

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

378.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. How, where and with whom or which agency the child was placed

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether he/she reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

378.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling deputies, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

378.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should consider contacting the appropriate welfare service or other office-approved social service to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff's facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.
Office Use of Social Media

380.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by office members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this office (see the Investigation and Prosecution Policy).

380.1.1 DEFINITIONS
Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo- and video-sharing sites (Flickr, YouTube, Pinterest), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

380.2 POLICY
The Snohomish County Sheriff's Office may use social media as a method of effectively informing the public about office services, issues, investigations and other relevant events.

Office members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

380.3 AUTHORIZED USERS
Only members authorized by the Sheriff or the authorized designee may utilize social media on behalf of the Office. Authorized members shall use only office-approved equipment during the normal course of duties to post and monitor office-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over office social media by members who are not authorized to post should be made through the member’s chain of command.
Office Use of Social Media

380.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the office mission, is consistent with established branding and messaging strategies, and conforms to all office policies regarding the release of information may be posted.

Examples of appropriate content include:

(a) Announcements.
(b) Tips and information related to crime prevention.
(c) Investigative requests for information.
(d) Requests that ask the community to engage in projects that are relevant to the office mission.
(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
(f) Traffic information.
(g) Press releases.
(h) Recruitment of personnel.

380.4.1 INCIDENT-SPECIFIC USE
In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer, Director of Communications or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

380.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
(c) Any information that could compromise an ongoing investigation.
(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Snohomish County Sheriff's Office or its members.
(e) Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.
(f) Any content posted for personal use.
(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this office social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.
Office Use of Social Media

380.5.1 PUBLIC POSTING PROHIBITED
The Department may provide a method for members of the public to contact office members directly.

380.6 MONITORING CONTENT
The Sheriff will appoint a supervisor to review, at least quarterly, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

380.7 RETENTION OF RECORDS
The Administrative Services Bureau Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

380.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.
Extreme Risk Protection Orders

381.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for petitioning and serving extreme risk protection orders and accounting for the firearms obtained pursuant to those orders.

381.1.1 DEFINITIONS
Definitions related to this policy include:

(1) "Extreme risk protection order" means an ex parte temporary order or a final order granted under chapter 7.94 RCW.

(2) "Family or household member" means, with respect to a respondent, any:
   (a) Person related by blood, marriage, or adoption to the respondent;
   (b) dating partners of the respondent;
   (c) person who has a child in common with the respondent, regardless of whether such person has been married to the respondent or has lived together with the respondent at any time;
   (d) person who resides or has resided with the respondent within the past year;
   (e) domestic partner of the respondent;
   (f) person who has a biological or legal parent-child relationship with the respondent, including stepparents and stepchildren and grandparents and grandchildren; and
   (g) person who is acting or has acted as the respondent's legal guardian.

(3) "Petitioner" means the person who petitions for an Extreme Risk Protection Order.

(4) "Respondent" means the person who is identified as the respondent in a petition filed under chapter 7.94 RCW.

381.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to petition for and serve extreme risk protection orders in compliance with state law and to properly account for firearms obtained by the office pursuant to such orders.

381.3 LAW ENFORCEMENT PETITION FOR EXTREME RISK PROTECTION ORDERS
A deputy may petition for an Extreme risk protection order if he or she reasonably believes a person poses a significant danger to self or others by controlling, owning, purchasing, possessing, receiving or otherwise having custody of a firearm. The deputy must obtain permission from his/her supervisor prior to filing a petition for Extreme risk protection order (RCW 7.94.030). Deputies petitioning the court shall use the petition and order forms created by the administrative office of the court (RCW 7.94.030; RCW 7.94.150).
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381.3.1 FINAL EXTREME RISK PROTECTION ORDER
The petition must contain the following (RCW 7.94.030 (3 a, b, c, d)):

(a) Allege that the Respondent poses a significant danger of causing personal injury to self or others by having in his or her custody or control, purchasing, possessing, or receiving a firearm. The petition must be accompanied by an affidavit made under oath stating the specific statements, actions, or facts that give rise to a reasonable fear of future dangerous acts by the respondent;

(b) Identify the number, types and locations of any firearms that the petitioner or deputy believes to be in the Respondent's current ownership, possession, custody or control;

(c) Identify whether there is a known existing protection order governing the respondent, under chapter 7.90, 7.92, 10.14, 9A.46, 10.99, 26.50, or 26.52 RCW or under any other applicable statute; and

(d) Identify, whether there is a pending lawsuit, complaint, petition, or other action between the parties to the petition under the laws of Washington.

(e) A statement attesting that the notice required in Section 381.3.3 has been provided, or attesting to the steps that will be taken to provide such notice.

381.3.2 EX PARTE EXTREME RISK PROTECTION ORDER
A deputy may seek an ex parte Extreme risk protection order, without notice to the person, by including in the petition detailed in section 381.3.1 and allegation, based on personal knowledge, that the person poses a significant danger of causing personal injury to him/herself or others in the near future by having in his/her custody or control, purchasing, possessing or receiving a firearm (RCW 7.94.050).

381.3.3 NOTICE OF PETITION
A deputy petitioning for an Extreme Risk Protection Order shall make a good faith effort to provide notice to a family or household member of the respondent and to any known third party who may be at risk of violence. The notice must state that the deputy intends to petition the court for an Extreme Risk Protection Order or has already done so, and include referrals to appropriate resources, including mental health, domestic violence, and counseling resources. (RCW7.93.030 (5)).

381.4 SERVICE
Unless otherwise ordered by the court, Extreme risk protection orders and related notices require personal service. Service of notice of hearing and petitions, Extreme risk protection orders should take precedence over the service of other documents, unless the other documents are of a similar emergency nature (RCW 7.94.040; RCW 7.94.060).

A deputy serving a notice of hearing and petition for an extreme risk protection order or an Extreme risk protection order should make reasonable efforts to personally serve the person no less than five court days prior to the hearing.

A deputy assigned to serve an Extreme risk protection order should make reasonable efforts to personally serve the order not more than 10 days after the Snohomish County Sheriff's Office
Extreme Risk Protection Orders

received the order (RCW 7.94.060). If service cannot be completed within 10 days, the deputy must notify the petitioner (RCW 7.94.040; RCW 7.94.060).

The deputy serving any extreme risk protection order, shall (RCW 7.94.090):

(a) Request that the Respondent immediately surrendered any firearms and concealed pistol license to the deputy.

(b) Issue a receipt to the respondent for surrendered items. The deputy should forward the original receipt to the records supervisor.

(c) Take into custody any firearms discovered in plain view or pursuant to consent or other lawful search.

(d) Complete a declaration of service as soon as practicable, but no later than by the end of his/her shift, submit the proof of service to the Records Supervisor. Proof may be submitted to the Civil Unit after working hours.

All firearms and concealed pistol license collected shall be handled and booked in accordance with the Property and Evidence Policy.

381.5 SEARCH WARRANT
If a person who has been served with an extreme risk protection order refuses to surrender any firearm, the deputy should consider whether to seek a search warrant. Search warrants shall be prepared, obtained and served in accordance with the Warrant Service Policy.

381.6 RECORDS SUPERVISOR RESPONSIBILITIES
The Records Supervisor is responsible for ensuring that:

(a) When the Office receives an Extreme risk protection order, the Office must enter the order into the national instant criminal background check system or any other federal or state computer-based system used by the Office that identifies prohibited purchasers of firearms, and into any other computer-based criminal intelligence information systems used by the Office that lists outstanding warrants (RCW 7.94.110).

(b) Upon receipt of a termination order, promptly remove the Extreme risk protection order from the computer based-systems described in 381.6(a). (RCW 7.94.110)

(c) The original receipt of surrendered firearms is filed with the court within 72 hours of service of an extreme risk protection order. A copy of the receipt shall also be properly maintained by the office (RCW7.94.090).

(d) All proofs of service for notices or orders are filled with the court.

(e) Annotation of surrendered CPL in LERMS.

381.7 COURT-ORDERED SURRENDER OF FIREARMS
Authorized members should accept firearms and a concealed pistol license (CPL) from any person who is the subject of an extreme risk protection order. The member receiving any firearm or CPL shall:
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(a) Record the person’s name, address and telephone number.
(b) Record the serial number of the firearm or CPL number.
(c) Prepare an incident report.
(d) Provide a property receipt to the person who surrendered the firearms (RCW 7.94.90).
(e) Forward the original property receipt to the Records Supervisor.
(f) Package and submit the firearm(s) and/or CPL to the evidence unit in accordance with the Property and Evidence Policy.

381.8 RELEASE OF FIREARMS & CPL
Firearms and or CPLs that were taken into custody or surrendered pursuant to an Extreme risk protection order should be returned to the restrained person if the order is terminated or expired without renewal. Before release, the office must confirm with the court that the Extreme risk protection order has terminated or has expired without renewal.

In addition, prior to release, the Office will confirm, through a background check, that the Respondent is currently eligible to own or possess a firearm under federal and state law (RCW 7.94.100).

If a family or household member has filed a request to be notified when the Office intends to return of a firearm to a respondent, the Office will provide notice in the manner provided in RCW 9.41.340(1)(a) and (b) and 9.41.345.

Any firearm surrendered by a Respondent pursuant to chapter 7.94 RCW that remains unclaimed by the lawful owner shall be disposed of in accordance with the Office’s policies and procedures for the disposal of unclaimed firearms.

381.9 RENEWAL OF EXTREME RISK PROTECTION ORDER
The Investigation Unit supervisor must review all Extreme risk protection orders obtained by the Office to determine if renewal should be requested. If the Investigation Unit supervisor determines that a request for renewal will be requested, it must be filed with the court within one hundred five calendar days before the expiration of the order (RCW 7.94.080).
Chapter 4 - Patrol Operations
Patrol Function

400.1 PURPOSE AND SCOPE
The purpose of this policy is to define the functions of the patrol unit of the Office to ensure intra-office cooperation and information sharing.

400.1.1 FUNCTION
Deputies will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Snohomish County, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions.

(a) Calls for service, both routine and emergency in nature.
(b) Investigation of both criminal and non-criminal acts.
(c) The apprehension of criminal offenders.
(d) Community Oriented Policing and Problem Solving activities such as citizen assists, individual citizen contacts, and community presentations.
(e) The sharing of information between the Patrol and other bureau's within the Office, as well as other outside governmental agencies.
(f) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
(g) Traffic direction and control.

400.2 PATROL INFORMATION SHARING PROCEDURES
The following guidelines are intended to develop and maintain intra-office cooperation and information flow between the various bureaus of the Snohomish County Sheriff's Office.

400.2.1 CRIME REPORTS
A crime report may be completed by any patrol deputy who receives criminal information. The report will be processed and forwarded to the appropriate bureau for retention or follow-up investigation.

400.2.2 PATROL ROLL CALL
Patrol supervisors, detective sergeants, and special unit sergeants are expected to conduct regular shift briefings as time permits.
Patrol Function

400.2.3 INFORMATION CLIPBOARDS
Members are expected to use electronic formats such as SharePoint for operational information sharing. However, clipboards may be maintained in the Roll Call rooms and will be available for review by deputies from all bureaus within the Office.

This policy has an accompanying SOP titled; Patrol Procedures Manual
Racial/Bias Based Profiling

402.1 PURPOSE AND SCOPE
The Snohomish County Sheriff's Office strives to provide law enforcement to our community with due regard to the racial and cultural differences of those we serve. It shall therefore be the policy and practice of this Office to provide law enforcement services and to enforce the law equally and fairly without discrimination toward any individual(s) or group because of their race, ethnicity or nationality.

402.1.1 MANDATES
This office shall comply with all recommendations of the Washington Association of Sheriffs and Police Chiefs regarding racial profiling and shall (RCW 43.101.410):

(a) Adopt a written policy designed to condemn and prevent racial profiling.
(b) Review and audit existing procedures, practices, and training to ensure that they do not enable or foster the practice of racial profiling.
(c) Continue training to address the issues related to racial profiling. Officers should be trained in how to better interact with persons they stop so that legitimate police actions are not misperceived as racial profiling.
(d) Ensure that the citizen complaint review process adequately addresses instances of racial profiling. The process will be accessible to citizens and will be fair. Officers found to be engaged in racial profiling will be held accountable through the appropriate disciplinary procedures.
(e) Work with the minority groups in the community to appropriately address the issue of racial profiling.
(f) Within fiscal constraints, collect demographic data on traffic stops and analyze that data to ensure that racial profiling is not occurring.
(g) Report all information required under this section to the Washington Association of Sheriffs and Police Chiefs.

402.2 DEFINITION
Racial/Bias Based Profiling, for purposes of this section, is the practice of detaining a person based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.

402.3 POLICY
The practice of racial/bias based profiling is illegal and will not be tolerated by this office.
Racial/Bias Based Profiling

(a) It is the responsibility of every member of this office to prevent, report, and respond appropriately to clear discriminatory or biased practices.

(b) Every member of this office engaging in a non-consensual detention shall be prepared to articulate sufficient reasonable suspicion to justify the detention independent of the individual's membership in a protected class.

1. To the extent that written documentation would otherwise be completed (e.g., arrest report, F.I. card, etc.), the involved deputy should include those facts giving rise to the deputy's reasonable suspicion or probable cause for the contact.

2. Nothing in this policy shall require any deputy to prepare documentation of a contact that would not otherwise involve such reporting.

3. While the practice of racial profiling is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by a deputy in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

The Snohomish County Sheriff's Office will investigate all complaints of alleged racial/bias based profiling complaints against its members. Employees found to be in violation of this policy are subject to discipline in accordance with this office disciplinary policy.

402.4 TRAINING

(a) All sworn members of this office will be scheduled to attend training on the subject of racial profiling.

(b) All members of this office are encouraged to familiarize themselves with and consider racial and cultural differences among members of the community.

(c) Each member of this office will thereafter be required to complete an approved refresher training every five years or sooner if deemed necessary in order to keep current with changing racial and cultural trends.

402.5 ADMINISTRATION

Each January, the Office of Professional Accountability Patrol Bureau Commander shall review the Office effort to prevent racial/bias based profiling and submit an overview, including public concerns, to the Sheriff. This overview shall not contain any identifying information regarding any specific complaint, citizen, or deputy.
Roll Call Training

404.1 PURPOSE AND SCOPE
Roll Call training is generally conducted at the beginning of the deputy’s assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call; however deputies may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

(a) Briefing deputies with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations.

(b) Notifying deputies of changes in schedules and assignments.

(c) Notifying deputies of new General Orders or changes in General Orders.

(d) Reviewing recent incidents for training purposes.

(e) Providing training on a variety of subjects.

404.2 PREPARATION OF MATERIALS
The supervisor conducting Roll Call is responsible for preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate deputy in his/her absence or for training purposes.

404.3 RETENTION OF ROLL CALL TRAINING RECORDS
Roll Call training materials and a curriculum or summary shall be forwarded to the Training Sergeant for inclusion in training records, as appropriate.
Crime and Disaster Scene Integrity

406.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in handling a major crime or disaster.

406.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to secure crime or disaster scenes so that
evidence is preserved, and to identify and mitigate the dangers associated with a major crime or
disaster scene for the safety of the community and those required to enter or work near the scene.

406.2.1 TEMPORARY FLIGHT RESTRICTIONS
Crime and disaster scenes can sometimes attract news helicopters and other sightseeing aircraft.
Whenever such aircraft pose a threat to public safety due to congestion or when the noise
levels caused by loitering aircraft hamper incident operations, the field supervisor should consider
requesting Temporary Flight Restrictions (TFR) through the Federal Aviation Administration
(Federal Aviation Regulations § 91.137). All requests for TFR should be routed through the Watch
Commander.

406.3 SCENE RESPONSIBILITY
The first deputy at the scene of a crime or major incident is generally responsible for the immediate
safety of the public and preservation of the scene. Deputies shall also consider officer safety and
the safety of those persons entering or exiting the area, including those rendering medical aid to
any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and
security of the crime or disaster scene, the deputy shall maintain the crime or disaster scene until
he/she is properly relieved by a supervisor or other designated person.

406.4 EXECUTION OF HEALTH ORDERS
Sworn members of this office shall enforce all lawful orders of the local health officer, issued for the
purpose of preventing the spread of any contagious, infectious or communicable disease (RCW
70.05.070; WAC 246-100-040(2)).

406.5 SEARCHES
Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for
and render aid to victims, and to determine if suspects are present and continue to pose a threat.
Once deputies are satisfied that no additional suspects are present and/or there are no injured
persons to be treated, those exigent circumstances will likely no longer exist. Deputies should
thereafter secure the scene and conduct no further search until additional or alternate authority
for the search is obtained, such as consent or a search warrant.
**Crime and Disaster Scene Integrity**

406.5.1 CONSENT
When possible, deputies may seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it is more prudent to obtain a search warrant.

406.6 FIRST RESPONDER CONSIDERATIONS
The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.
(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
(d) Provide first aid to injured parties if it can be done safely.
(e) Evacuate the location safely as required or appropriate.
(f) Secure the inner perimeter.
(g) Protect items of apparent evidentiary value.
(h) Secure an outer perimeter.
(i) Identify potential witnesses.
(j) Establish Incident Command and start a chronological log noting critical times and personnel allowed access.

This policy has an accompanying SOP titled *Investigations Division Manual*
Crisis Response Unit - Region 1 SWAT Team

408.1 PURPOSE AND SCOPE
The Region 1 SWAT Team is comprised of specially trained, highly skilled police officers and deputies from the City of Everett and the Snohomish County Sheriff's Office. The Region 1 SWAT Team was established in 2013 to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary.

408.1.1 REGION 1 SWAT SOP
Operational and administrative policies are outlined in the standard operating procedures manual. This manual is approved by the Sheriff of Snohomish County and the Chief of Police for the City of Everett. This manual ensures adopted standards meet local, state, and federal requirements.

Decisions with regard to team operations, budget, and this manual are subject to review. This procedure manual should be reviewed and updated as applicable, but not less than annually.

408.1.2 SWAT TEAM DEFINED
A SWAT team is a designated unit of law enforcement officers that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex, or unusual that they may exceed the capabilities of first responders or investigative units including, but not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of office policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.
Ride-Along Policy

410.1 PURPOSE AND SCOPE
The Ride-Along Program provides an opportunity for citizens to experience the law enforcement function first hand. This policy provides the requirements, approval process, and hours of operation for the Ride-Along Program.

410.1.1 ELIGIBILITY
The Snohomish County Sheriff's Office Ride-Along Program is offered to residents, students and those employed within the County. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

The following factors may be considered in disqualifying an applicant and are not limited to:

(a) Being under 15 years of age. This restriction shall not apply to persons in a Sheriff’s Office program such as Chaplains, Explorers, and Volunteers.

(b) Prior criminal history.

(c) Pending criminal action.

(d) Pending lawsuit against the Office.

(e) Denial by any supervisor.

410.1.2 AVAILABILITY
The Ride-Along Program is available on most days of the week, with certain exceptions. The ride-along times are from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Sheriff, Bureau Commander, or Watch Commander.

410.2 PROCEDURE TO REQUEST A RIDE-ALONG
Generally, ride-along requests will be scheduled by the Shift Sergeant. The participant will complete a Ride-Along Request and Waiver of Claim for Damages. Information requested will include a valid ID or driver’s license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the Ride-Along Form.

a. Sworn law enforcement personnel may have their request approved by the shift supervisor of the shift they will be riding on or by a higher authority.

b. Civilian personnel must have their request approved by the assistant commander or higher, of the division they will be riding with.

1. The Ride-Along Request and Waiver of Claim for Damages form must be completely filled out, except for the signature portion of the last section Waiver of Claim for Damages.
Ride-Along Policy

The Waiver of Claim for Damages must be signed in the presence of a Sheriff's Office employee. That employee will indicate the signature was witnessed by signing the Witness to Signature.

The Shift Sergeant will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations.

If the ride-along is denied after the request has been made, a representative of the Office will contact the applicant and advise him/her of the denial.

The division secretary or law enforcement technician shall ensure that a copy of the fully completed Ride-Along Program Request and Waiver of Claim for Damages is retained at the division.

410.2.1 PROGRAM REQUIREMENTS
Prior to allowing the ride-along, the shift supervisor of the shift on which the ride-along will be made shall ensure that a records and warrants check is completed. Exceptions are law enforcement personnel, those riding per instructions of the Sheriff or his designee, federal, state, county or municipal officials, foreign dignitaries, or other persons that such a check would be inappropriate.

A criminal record (convictions or otherwise) may be cause to disqualify a ride-along. The criminal record may be traffic or non-traffic. Generally, the decision to disqualify a ride-along shall be made by an assistant commander or higher.

Once approved, with the exception of children of Sheriff's Office deputies who are only allowed one ride along annually, civilian ride-alongs will be allowed to ride no more than once every six months, unless otherwise authorized by the Sheriff or his designee. This shall apply to both civilian and law enforcement personnel. An exception would apply to the following: Cadets, Explorers, Chaplains, Reserves, sheriff's applicants, and all others with approval of the Watch Commander.

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the deputy's vehicle at a given time.

Ride-along requirements for sheriff's cadets are covered in the Sheriff's Cadet Program Policy.

410.2.2 SUITABLE ATTIRE
Shift Supervisors shall ensure that those persons participating in the Ride-Along Program be dressed in an appropriate manner. Comfortable clothing suitable for the out-of-doors, such as Levi’s, tennis shoes, and sports shirts are acceptable. Clothing which, by printed slogan or condition, may tend to be offensive, shall not be considered appropriate and are grounds for denying a ride-along.

Due to the unpredictable and inherent dangers associated with law enforcement, both civilian and law enforcement personnel are required to wear body armor during a ride-along. Spare body armor shall be available at each precinct for those participating in the Ride-Along Program. Each
Ride-Along Policy

Precinct Operations Sergeant will have the responsibility of accounting for spare body armor and making sure that there is spare body armor available for ride-alongs.

410.2.3 PEACE OFFICER RIDE-ALONGS
Off-duty members of this office or any other law enforcement agency will not be permitted to ride-along with on-duty deputies without the expressed consent of the Watch Commander. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent themselves as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

410.3 DEPUTY'S RESPONSIBILITY
The deputy shall advise the dispatcher that a ride-along is present in the vehicle when the rider enters the vehicle and advise dispatch when the rider is out of the vehicle. Deputies shall consider the safety of the ride-along at all times. Deputies should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another sheriff's unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

The Shift Sergeant is responsible for maintaining and scheduling ride-alongs. Upon completion of the ride-along, the form shall be returned to the Shift Sergeant with any comments which may be offered by the deputy.

410.4 CONTROL OF RIDE-ALONG
The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit their participation. These instructions should include:

(a) The ride-along will follow the directions of the deputy.

(b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects, or handling any sheriff's equipment.

(c) The ride-along observer may terminate the ride-along at any time. The deputy may return the observer to the station if the ride-along interferes with the performance of the deputy's duties.

(d) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

(e) Deputies will not allow any ride-alongs to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen.

(f) Under no circumstance shall a civilian ride along be permitted to enter a private residence with a deputy without the expressed consent of the resident or other authorized person.
410.5 SPOUSES AND FAMILY
While the Sheriff’s Office encourages spouses of deputy personnel to participate in the Ride-Along Program, due to the unpredictable and inherent dangers associated with law enforcement, a spouse shall not ride with their deputy husband or wife.

(a) For this section the term “deputy” shall include all commissioned law enforcement personnel.

Family members of Sheriff’s Office personnel may participate in the Ride-Along Program, but are subject to all restrictions and requirements of the program.
Hazardous Material Response

412.1 PURPOSE AND SCOPE
Hazardous materials present a potential harm to employees resulting from their exposure. To comply with RCW 70.105, WAC 173-303, and guidelines from the Washington State Department of Ecology, the following is to be the policy of this office.

412.1.1 HAZARDOUS MATERIAL DEFINED
A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

412.2 HAZARDOUS MATERIAL RESPONSE
Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill, or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens.

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify type of hazardous substance. (Identification can be determined by placard, driver’s manifest or statements from person transporting).

(b) Notify Fire Department.

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of immediate area and surrounding areas dependent on substance. Voluntary evacuation should be considered; however depending on the substance, mandatory evacuation may be necessary.

412.3 REPORTING EXPOSURE(S)
Office personnel who believe that they have been exposed to a hazardous material shall seek any necessary medical attention and report the exposure to a supervisor. Each exposure shall be documented by the employee in an incident report that shall be forwarded via chain of command to the Watch Commander. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete a report.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same as any other on-duty injury or illness.

412.3.1 SUPERVISOR RESPONSIBILITY
When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is available and appropriate action is taken to mitigate the exposure.
Hazardous Material Response

To ensure the safety of employees, Personal Protective Equipment is available through the Quartermaster.
Response to Bomb Calls

416.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to assist members of the Snohomish County Sheriff's Office in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

416.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

416.3 RECEIPT OF BOMB THREAT
Office members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established office evidence procedures.

The member receiving the bomb threat should ensure that their supervisor is advised and informed of the details. When necessary, the supervisor shall ensure that the appropriate personnel are dispatched, the Inter-Agency Bomb Squad is notified and the threatened location is given an advance warning.

416.4 GOVERNMENT FACILITY OR PROPERTY
A bomb threat targeting a government facility may require a different response based on the government agency.

416.4.1 SNOHOMISH COUNTY SHERIFF'S OFFICE FACILITY
If the bomb threat is against the Snohomish County Sheriff's Office facility, the supervisor will direct and assign deputies as required for coordinating a general building search or evacuation of the facility, as he/she deems appropriate.

416.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY
If the bomb threat is against a county, municipal, or federal facility within the jurisdiction of the Snohomish County Sheriff's Office that is not the property of this office, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the supervisor deems appropriate.
**Response to Bomb Calls**

416.5 EXPLOSION/BOMBING INCIDENTS
When an explosion has occurred, there are multitudes of considerations which may confront the responding deputies. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

416.5.1 CONSIDERATIONS
Deputies responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.
(b) Request additional personnel and resources, as appropriate.
(c) Assist with first aid.
(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
(e) Assist with the safe evacuation of victims, if possible.
(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
(g) Preserve evidence.
(h) Establish an outer perimeter and evacuate if necessary.
(i) Identify witnesses.

416.6 FOUND DEVICE
When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
(b) The device should not be touched or moved except by the bomb squad.
(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
   1. Two-way radios
   2. Cell phones
   3. Other personal communication devices
(d) The Inter-Agency Bomb Squad should be summoned for assistance.
(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
(f) A safe access route should be provided for support personnel and equipment.
Response to Bomb Calls

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Watch Commander including:
   1. The time of discovery.
   2. The exact location of the device.
   3. A full description of the device (e.g., size, shape, markings, construction).
   4. The anticipated danger zone and perimeter.
   5. The areas to be evacuated or cleared.

416.7 PRIVATE FACILITY OR PROPERTY
When a member of this office receives notification of a bomb threat at a location in the County of Snohomish, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

   (a) The location of the facility.
   (b) The nature of the threat.
   (c) Whether the type and detonation time of the device is known.
   (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.
   (e) Whether the individual is requesting sheriff's assistance at the facility.
   (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
      1. No evacuation of personnel and no search for a device.
      2. Search for a device without evacuation of personnel.
      3. Evacuation of personnel without a search for a device.
      4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that their supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

416.7.1 ASSISTANCE
The supervisor should be notified when sheriff's assistance is requested. The Watch Commander will make the decision whether the Office will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including sheriff's control over the facility.

Should the Watch Commander determine that the Office will assist or control such an incident, he/she will determine:
Response to Bomb Calls

(a) The appropriate level of assistance.
(b) The plan for assistance.
(c) Whether to evacuate and/or search the facility.
(d) Whether to involve facility staff in the search or evacuation of the building.
   1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
   2. The safety of all participants is the paramount concern.
(e) The need for additional resources, including:
   1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request sheriff’s assistance to clear the interior of a building, based upon the circumstances and known threat, deputies may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

This policy has an accompanying SOP titled Inter-Agency Bomb Squad Manual
Emergent Detentions

418.1 PURPOSE AND SCOPE
This policy provides guidelines for when deputies may place an individual under an emergent detention (RCW 71.05.153).

418.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to protect the public and individuals through legal and appropriate use of the emergent detention process.

418.2.1 MENTAL HEALTH DETENTIONS
(a) A non-emergent detention is defined as one where the mentally disabled subject presents a likelihood of serious harm; or is gravely disabled. In such cases, deputies may take the subject into custody only when:

1. The mentally disabled person has been evaluated by a designated mental health professional; and
2. Upon determining the need for detention, the mental health professional has filed a petition for initial detention; and
3. The mental health professional has requested that the deputy take the subject into custody and have him or her placed in a treatment facility (RCW 71.05.150).

(b) An emergent detention is defined as one where, as the result of a mental disorder a person presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled. In such cases, deputies may take the subject into custody only (RCW 71.05).

1. At the written or oral request of a designated mental health professional who has evaluated the subject and determined the need for an emergent detention, or
2. When the deputy has reasonable cause to believe that the person is in need of emergent detention.

(c) In all circumstances where a person is taken into custody on a mental health detention, the deputy shall complete a Mental Health Contact Report and provide a copy to an Emergency Department staff member regarding the circumstances leading to the involuntary detention.
Emergent Detentions

418.2.2 TRANSPORTATION
Deputies may transport patients in the patrol unit and shall secure them in accordance with the handcuffing policy. Violent patients or those that are medically unstable may be restrained and transported by ambulance and ambulance personnel. If the patient is violent or potentially violent, the deputy will notify the staff of this concern.

418.2.3 SECURING OF WEAPONS
If a receiving and secured facility prohibits weapons or if an extraordinary event occurs in the treatment facility and deputies determine a need to secure their firearms, the firearm shall be secured in the appropriate gun locker at the facility or in the deputy sheriff’s patrol vehicle.

418.3 AUTHORITY
A deputy who has reasonable cause to believe that a person is suffering from a mental disorder and presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled, may take the person into emergent detention and immediately transport the person to a triage facility, crisis stabilization unit, evaluation and treatment facility, or the emergency department of a local hospital (RCW 71.05.153).

A deputy may also take a person into emergent detention and deliver the person to an evaluation and treatment facility upon the written or oral request of a mental health professional designated by the county or other authority who has determined that the person, as the result of a mental disorder, presents an imminent likelihood of serious harm, or is in imminent danger because of being gravely disabled (RCW 71.05.153).

418.3.1 VOLUNTARY EVALUATION
If deputies encounter an individual who may qualify for an emergent detention, they may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the deputies should:

(a) Arrange for transportation via ambulance or transport the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to emergent detention.

(b) If at any point the individual changes his/her mind regarding voluntary evaluation deputies should proceed with the emergent detention, if appropriate.

(c) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission on a Mental Health Contact report form.

418.4 CONSIDERATIONS AND RESPONSIBILITIES
Any deputy handling a call involving an individual who may qualify for an emergent detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the cause and nature of the individual’s action or stated intentions.

(b) Community or neighborhood mediation services.
Emergent Detentions

(c) Conflict resolution and de-escalation techniques.
(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade deputies from taking reasonable action to ensure the safety of the deputies and others.

Emergent detentions should be preferred over arrest for individuals with mental disorders, who are suspected of committing minor crimes or creating other public safety issues.

418.4.1 RETURN OF CONFISCATED FIREARMS AND WEAPONS

(a) Whenever the handling deputy has cause to believe that the future return of any confiscated weapon(s) might endanger the person or others, the deputy shall detail those facts and circumstances in a report.
(b) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification.
(c) Retention and disposal of firearms and other deadly weapons related to this section shall be processed for disposal in accordance with applicable law.

418.5 TRANSPORTATION

When transporting any individual for an emergent detention, the transporting deputy may have the Communications Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Deputies may transport individuals in a patrol vehicle and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of a deputy during the transport, supervisor approval is required before transport commences.

418.6 TRAINING

This department will endeavor to provide office-approved training on interaction with mentally disabled persons, emergent detentions and crisis intervention.

418.7 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the deputy may escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking voluntary treatment, the deputy should provide the staff member with the Mental Health Contact report and remain present to provide clarification of the grounds for detention, upon request.

418.8 DOCUMENTATION

The deputy should complete a Mental Health Contact report.

The deputy should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary emergent detention, upon request.
Emergent Detentions

418.9 CRIMINAL OFFENSES
Deputies investigating an individual who is suspected of committing a minor criminal offense and who is being taken on an emergent detention should resolve the criminal matter by issuing a warning or completing a Superform, as appropriate.

When an individual who may qualify for an emergent detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the deputy should:

(a) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the emergent detention.

(b) Thoroughly document the incident.

When determining an appropriate course of action, the supervisor should consider the seriousness of the offense, the treatment options available, the ability of this office to regain custody of the individual, office resources (e.g., posting a guard) and other relevant factors in making this decision.

418.10 FIREARMS AND OTHER WEAPONS
Whenever an individual is taken into custody for an emergent detention, the handling deputies should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Deputies should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g. safekeeping, evidence, consent).

Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search

The handling deputies should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

This policy has an accompanying SOP Titled Patrol Procedures Manual
Arrest or Detention of Foreign Nationals

422.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that members of the Snohomish County Sheriff's Office extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

422.2 POLICY
The Snohomish County Sheriff's Office respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

422.3 CLAIMS OF IMMUNITY
If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person’s status.

(c) Request the person’s identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.

422.4 ENFORCEMENT ACTION
If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:
Arrest or Detention of Foreign Nationals

(a) Generally, all persons with diplomatic and consular privileges and immunities may be
issued a citation or notice to appear.

(b) All persons, even those with a valid privilege or immunity, may be reasonably
restrained in exigent circumstances for purposes of self-defense, public safety or the
prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from
driving a vehicle, even if the person may not be arrested due to privileges and
immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and
any other tests regarding impaired driving may proceed but they shall not be
compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle
owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized
family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and
recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the
same treatment as diplomatic agents.
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral
agreements may exclude employees of certain foreign countries.
4. Honorary consular officers

422.5 DOCUMENTATION
All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic
and consular representatives should be thoroughly documented and the related reports forwarded
to DOS.

422.6 DIPLOMATIC IMMUNITY TABLE
Reference table on diplomatic immunity:

<table>
<thead>
<tr>
<th>Category</th>
<th>Arrested or Detained</th>
<th>Enter Residence Subject to Ordinary Procedures</th>
<th>Issued Traffic Citation</th>
<th>Subpoenaed as Witness</th>
<th>Prosecuted</th>
<th>Recognized Family Members</th>
</tr>
</thead>
</table>
## Arrest or Detention of Foreign Nationals

<table>
<thead>
<tr>
<th>Diplomatic Agent</th>
<th>No (note b)</th>
<th>No</th>
<th>Yes</th>
<th>No</th>
<th>No</th>
<th>Same as sponsor (full immunity &amp; inviolability)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member of Admin and Tech Staff</td>
<td>No (note b)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Service Staff</td>
<td>Yes (note a)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise (note a).</td>
<td>No immunity or inviolability (note a)</td>
</tr>
<tr>
<td>Career Consul Officer</td>
<td>Yes if for a felony and pursuant to a warrant (note a)</td>
<td>Yes (note d)</td>
<td>Yes</td>
<td>No for official acts. Testimony may not be compelled in any case.</td>
<td>No for official acts. Yes otherwise (note a).</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Honorable Consul Officer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise.</td>
<td>No for official acts. Yes otherwise.</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Consulate Employees</td>
<td>Yes (note a)</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise.</td>
<td>No for official acts. Yes otherwise (note a).</td>
<td>No immunity or inviolability (note a)</td>
</tr>
<tr>
<td>Int'l Org Staff (note b)</td>
<td>Yes (note c)</td>
<td>Yes (note c)</td>
<td>Yes</td>
<td>Yes (note c)</td>
<td>No for official acts. Yes otherwise (note c).</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Diplomatic-Level Staff of Missions to Int'l Org</td>
<td>No (note b)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Support Staff of Missions to Int’l Orgs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts. Yes otherwise.</td>
<td>No immunity or inviolability</td>
</tr>
</tbody>
</table>

### Notes for diplomatic immunity table:

(a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
Arrest or Detention of Foreign Nationals

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

This policy has an accompanying SOP titled Patrol Procedures Manual.
Rapid Deployment Team (Active Shooter) Policy

424.1 PURPOSE AND SCOPE
The current trend of violence in the workplace by any individual or group of individuals presents a difficult situation for law enforcement. The responsibility of law enforcement is, to the best of its ability, to protect the lives of every person involved in these types of circumstances and to control these situations to the degree that the responsible suspects are taken into custody and the scene is rendered safe.

424.2 POLICY
The policy of this office in dealing with the crisis situation shall be:

(a) To obtain and maintain complete operative control of the incident.
(b) To explore every source of available intelligence regarding the circumstances, location, and suspect(s) in the incident.
(c) To attempt, by every means available, to attain any tactical advantage over the responsible individual(s).
(d) Through the expertise of the members of this office and others attempt a negotiated surrender of the hostage(s) and the suspect(s).

Note: Nothing in this policy shall preclude the use of necessary force, deadly or otherwise, by members of this office in protecting themselves or others from death or serious injury.

424.3 PROCEDURE
If violent acts by the suspect continue, and lives are in imminent danger, a decision to advance on the suspect may be made by the deputies at the scene. This decision should include the following considerations:

(a) Develop and implement immediate and planned tactics and communicate this plan to others in the field and to the field supervisor.
(b) Think about deploying rifles, shotguns, shields, control devices and any other appropriate tools that will provide a tactical advantage.

424.3.1 DECISION TO ADVANCE ON SUSPECT
The decision to advance on the suspect(s) is a decision that the on-scene first responders must make. The multitude of variables in such a circumstance requires a rapid assessment of the
situation, a decision as to the best tactics to implement and the timely action necessary to resolve the incident. The following are some examples:

(a) Barricaded suspect wait for additional assistance - probable SWAT response unless timely resolved.

(b) Barricaded suspect with hostages and no harm done to the hostages - wait for additional assistance or SWAT response.

(c) Suspect actively shooting hostages or others in the area - take immediate action, if possible, to neutralize the threat presented by the suspect while calling for assistance.
Reporting Police Activity Outside of Jurisdiction

426.1 PURPOSE AND SCOPE
This policy provides general guidelines for reporting police activity while on or off-duty and occurring outside the jurisdiction of the Snohomish County Sheriff's Office.

426.1.1 ASSISTANCE TO AGENCIES OUTSIDE THE COUNTY
When a deputy is on-duty and is requested by an allied agency to participate in law enforcement activity in another jurisdiction, he/she shall obtain prior approval from the immediate supervisor or the Watch Commander. If the request is of an emergency nature, the deputy shall notify the Communications Center before responding and thereafter notify a supervisor as soon as practical.

426.1.2 LAW ENFORCEMENT ACTIVITY OUTSIDE THE COUNTY
Any on-duty deputy, who engages in law enforcement activities of any type outside the immediate jurisdiction of the Snohomish shall notify his/her supervisor at the earliest possible opportunity. Any off-duty deputy who engages in any law enforcement activities, regardless of jurisdiction shall notify an on-duty supervisor as soon as practical.

The supervisor shall determine if a case report or other documentation of the deputy's activity is required.
Immigration Violations

428.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to members of the Snohomish County Sheriff's Office for investigating and enforcing immigration laws.

428.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this office in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status.

428.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or Washington Constitutions.

428.3.1 DETERMINATION OF IMMIGRANT STATUS
Determination of immigration status is primarily the jurisdiction of the U.S. Immigration and Customs Enforcement.

428.4 ENFORCEMENT
A deputy may detain an individual when there are facts supporting a reasonable suspicion that the individual entered into the United States in violation of a federal criminal law. Federal authorities shall be notified as soon as possible and the detained individual shall be immediately released if the federal authorities do not want the person held. A deputy should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

428.4.1 CIVIL VS. CRIMINAL FEDERAL OFFENSES
An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but has remained beyond what is a legal period of time has committed a federal civil offense.

Reasonable suspicion that a criminal immigration violation has occurred shall not be based on race, color, national origin or any other generalization that would cast suspicion on or stigmatize any person, except to the extent permitted by the United States or Washington Constitutions. Instead, the totality of circumstances shall be used to determine reasonable suspicion, and shall include factors weighing for and against reasonable suspicion.
Factors that may be considered in determining reasonable suspicion that a criminal immigration violation has occurred may include, but are not limited to:

(a) An admission that the person entered the United States illegally.

(b) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.

(c) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with limited English proficiency.

(d) Other factors based upon training and experience.

428.4.2 IMMIGRATION CHECKS

Immigration status may be determined through any of the following sources:

(a) A law enforcement officer who is authorized by the federal government under 8 USC § 1357 to verify or ascertain an alien’s immigration status (sometimes referred to as a 287(g) certified officer)

(b) Immigration and Customs Enforcement (ICE)

(c) U.S. Customs and Border Protection (CBP)

A deputy shall verify from a 287(g) certified officer, ICE or CBP whether a person’s presence in the United States relates to a federal civil violation or a criminal violation.

If the deputy has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request ICE or CBP to respond to the location to take custody of the detained person. In addition, the deputy should notify a supervisor as soon as practicable. No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

A deputy is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities or the potential to obstruct a separate investigation outweigh the need for the detention.

428.4.3 SUPERVISOR RESPONSIBILITIES

When notified that a deputy has detained a person and established probable cause to believe the person has violated a criminal immigration offense, the supervisor should:

(a) Confirm that the detained person’s immigration status was properly verified.

(b) Ensure that the detained person is taken into custody when appropriate. Take any additional steps necessary that may include, but are not limited to:

1. Transfer to federal authorities.

2. Lawful arrest for a criminal offense or warrant.
428.5 TRAINING
The Training Sergeant shall ensure that all appropriate members receive immigration training.

428.6 U VISA AND T VISA NON-IMMIGRANT STATUS
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U visa may be completed by a deputy in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa may be completed by a deputy in order for a T visa to be issued.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the supervisor assigned to oversee the handling of any related case. The supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

428.7 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT
Generally, a deputy will not need to notify ICE when booking arrestees at the county jail. Notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

428.8 ICE REQUEST FOR ASSISTANCE
Requests by ICE, or any other federal agency, for assistance from this office should be directed to a supervisor. The Office may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.
428.9 INFORMATION SHARING
No member of this office will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from ICE

(b) Maintaining such information in office records

(c) Exchanging such information with any other federal, state or local government entity

428.9.1 IMMIGRATION HOLDS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.
Aircraft Accidents

434.1 PURPOSE AND SCOPE
The purpose of this policy is to provide office members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

434.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/ dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

434.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

434.2.1 DEPUTY RESPONSIBILITIES
Deputies should treat an aircraft crash site as a crime scene until it is determined that such is not the case. If a military aircraft is involved, additional dangers, such as live ordnance or hazardous materials, may be present. The scene may require additional security due to the potential presence of confidential equipment or information.

The duties of the field deputy at the scene of an aircraft accident include the following:

(a) Determine the nature and extent of the accident.
(b) Request additional personnel and other resources to respond as needed.
(c) Provide assistance for the injured parties until the arrival of Fire Department personnel and/or other emergency personnel.
(d) Cordon off and contain the area to exclude unauthorized individuals as soon as practicable.
(e) Provide crowd control and other assistance until directed otherwise by a supervisor.
(f) Ensure the Medical Examiner's office is notified if a death occurs.

Entering an aircraft or tampering with parts or debris is only permissible for the purpose of removing injured or trapped occupants, protecting the wreckage from further damage or protecting the public from danger. If possible, the investigating authority should first be consulted before entering or
Aircraft Accidents

moving any aircraft or any crash debris. Photographs or sketches of the original positions should be made whenever feasible.

The Fire Department will be responsible for control of the accident scene until the injured parties are cared for and the accident scene has been rendered safe for containment. Thereafter, sheriff's personnel will be responsible for preserving the scene until relieved by the investigating authority.

Once the scene is relinquished to the investigating authority, personnel from this agency may assist in containment of the scene until the investigation is completed or assistance is no longer needed.

An airport service worker or the airport manager may respond to the scene to assist the on-scene commander with technical expertise, should it be needed during the operation.

434.3 ARRIVAL AT SCENE
Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.
(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
(c) Preserve ground scars and marks made by the aircraft.
(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
(e) Maintain a record of persons who enter the accident site.
(f) Consider implementation of an Incident Command System (ICS).

434.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

434.5 NOTIFICATIONS
When an aircraft accident is reported to this [department office], the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:
Aircraft Accidents

(a) Fire department
(b) Appropriate airport tower
(c) Emergency medical services (EMS)

434.6 CONTROLLING ACCESS AND SCENE AUTHORITY
Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.
(b) Fire department, EMS or other assisting law enforcement agencies.
(c) Medical Examiner.
(d) Air Carrier/Operators investigative teams with NTSB approval.
(e) Appropriate branch of the military, when applicable.
(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this office will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene supervisor should ensure the accident is still appropriately investigated and documented.

434.7 DANGEROUS MATERIALS
Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

(a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
(b) Pressure vessels, compressed gas bottles, accumulators and tires.
(c) Fluids, batteries, flares and igniters.
(d) Evacuation chutes, ballistic parachute systems and composite materials.

434.8 DOCUMENTATION
All aircraft accidents occurring within the County of Snohomish shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SCSO members deployed to assist; other County resources.
Aircraft Accidents

that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

434.8.1 WITNESSES
Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.
(b) A detailed description of what was observed or heard.
(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
(d) The names of all persons reporting the accident, even if not yet interviewed.
(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

434.8.2 WRECKAGE
When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.
(b) Attempt to ascertain the number of casualties.
(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

   1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
(e) Acquire copies of any recordings from security cameras that may have captured the incident.

434.9 MEDIA RELATIONS
The Public Information Officer ([PIO]) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims’ names. The [PIO] should coordinate with other involved entities before the release of information.
Field Training Officer Program

436.1 PURPOSE AND SCOPE
The Field Training Program is intended to provide a standardized program to facilitate the deputy's transition from the academic setting to the actual performance of general law enforcement duties of the Snohomish County Sheriff's Office.

It is the policy of this office to assign all new sheriff's deputy to a structured Field Training Program that is designed to prepare the new deputy to perform in a patrol assignment possessing all skills needed to operate in a safe, skillful, productive and professional manner.

436.2 FIELD TRAINING OFFICER
The Field Training Officer (FTO) is an experienced deputy trained in the art of supervising, training and evaluating entry level and lateral sheriff's deputies in the application of their previously acquired knowledge and skills.

436.2.1 SELECTION PROCESS
FTO's will be selected based on the following requirements:
   (a) Desire to be an FTO.
   (b) Minimum of two years of patrol experience with our Office.
   (c) Demonstrated ability as a positive role model.
   (d) Participate and pass an internal oral interview selection process.
   (e) Evaluation by supervisors and current FTO's.
   (f) Holds a valid Peace Officer Certificate with CJTC.
   (g) Meet all selection requirements as set in the current labor agreement.

436.2.2 TRAINING
A deputy selected as a Field Training Officer shall successfully complete a CJTC Certified (40-hour) Field Training Officer's Course prior to being assigned as an FTO.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR
The Field Training Officer Program supervisor will be selected from the rank of sergeant and shall possess a CJTC Supervisor Certificate.

The FTO Program supervisor shall have the responsibility of, but not be limited to the following:
   (a) Assignment of trainees to FTO's.
   (b) Conducting FTO meetings.
   (c) Maintain and ensure Trainee performance evaluations are completed.
   (d) Monitor individual FTO performance.
Field Training Officer Program

(e) Monitor overall FTO Program.

(f) Ensure deputy's performance as an FTO is documented in their annual performance evaluation completed by their primary supervisor.

(g) Provide ongoing training for FTO's as necessary.

436.4 TRAINEE DEFINED
Any entry level or lateral sheriff's deputy newly appointed to the Snohomish County Sheriff's Office who has successfully completed a CJTC approved Basic Academy.

436.5 REQUIRED TRAINING
Entry level deputies shall be required to successfully complete the Field Training Program, consisting of a minimum of 12 weeks.

The training period for lateral deputies may be modified depending on the trainee's demonstrated performance and level of experience.

436.6 EVALUATIONS
Evaluations are an important component of the training process and shall be completed as outlined below.

436.6.1 FIELD TRAINING OFFICER
(a) FTO's shall complete a written evaluation on the performance of their assigned trainee for each training day and submit it to the FTO supervisor.

(b) FTO's shall review the Daily Observation Report with the trainee each day.

(c) A detailed end-of-phase performance evaluation on their assigned trainee shall be completed by the FTO at the end of each phase of training.

(d) FTO's shall be responsible for signing off all completed topics contained in the Field Training Manual and evaluating the performance of their assigned trainee.

436.6.2 FIELD TRAINING SERGEANT
The Field Training Sergeant will review and approve the Daily Observation Reports submitted by the FTO.

436.6.3 TRAINEE
At the completion of the Field Training Program, the trainee may submit a confidential performance evaluation on each of their FTO's and on the Field Training Program.

436.7 DOCUMENTATION
All documentation of the Field Training Program will be retained in the deputy's training files and will consist of the following:
Field Training Officer Program

(a) Daily Observation Reports.
(b) End of phase evaluations.
Obtaining Helicopter Assistance

438.1 PURPOSE AND SCOPE
The use of a helicopter for law enforcement, search and rescue, fire and emergency response of aerial support can be invaluable in certain situations. This policy specifies potential situations where the use of a helicopter may be requested and the responsibilities for making a request.

438.2 REQUEST FOR HELICOPTER ASSISTANCE
If a supervisor in charge of an incident determines that the use of a helicopter would be beneficial, a request to obtain helicopter assistance may be made to the duty SAR/Air Support deputy through dispatch. If the duty SAR/Air Support deputy approves the mission request, the Pilot-In-Command has the final authority to accept or decline the mission.

At any time prior to, or during the mission, the Pilot-In-Command may elect to terminate flight operations based on his/her evaluation of flight safety conditions. The duty SAR/Air Support deputy will notify the Unit Supervisor and the Special Operations Commander of mission requests as soon as practicable.

Conditions in which Air Support can be utilized are very dynamic and are constantly being evaluated by staff. Conditions may change after approval is given causing support to be denied prior to or after air support arrives on scene.

If more than one support request is received the priority of missions will be decided by the duty SAR/Air Support deputy or the Pilot-In-Command. If a life saving mission is requested, it shall receive priority.

When an incident involves more than one agency the scene supervisor will coordinate air support requests prior to making any calls for support. The duty SAR/Air Support deputy must be notified of any pending requests for air support from other agencies.

The duty SAR/Air Support deputy will ensure that the Pilot-In-Command, Unit Supervisor and Special Operations Commander are notified of any pending requests for air support from other agencies.

438.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY
If our agency is not able to provide support to an incident a request to an agency with the appropriate air support asset may be made. In all cases where another agency has been requested to provide air support the duty SAR/Air Support deputy will be immediately notified by the supervisor in charge through dispatch. The duty SAR/Air Support deputy will notify the Pilot-In-Command, Unit Supervisor and Special Operations Commander.

If another agency requests air support a request to obtain helicopter assistance may be made to the duty SAR/Air Support deputy through SnoPac. Once the SAR/Air Support deputy approves the mission request, the Pilot-In-Command has the final authority to accept or decline the mission.
At any time prior to, during the mission, the Pilot-In-Command may elect to terminate flight operations based on his/her evaluation of flight safety conditions. The duty SAR/Air Support deputy will notify the Unit Supervisor and the Special Operations Commander of other agency requests within Snohomish County as soon as practicable. Other agency requests from outside of Snohomish County require that the duty SAR/Air Support deputy notify the Special Operations Commander prior to the aircraft launching.

438.2.2 CIRCUMSTANCES UNDER WHICH AIR SUPPORT MAY BE REQUESTED
Police helicopters may be requested under the following conditions or any other conditions that meet the Air Support Units criteria:

(a) When the helicopter is activated under existing mutual aid agreements.

(b) Whenever the safety of law enforcement personnel is in jeopardy and air support may reduce such hazard.

(c) When the use of the helicopters will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.

(d) When a helicopter is needed for a lifesaving related mission.

(e) Snohomish County Sheriff's Office policy supported vehicle pursuit.

While it is recognized that the availability of helicopter support will generally provide valuable assistance to ground personnel, the presence of a helicopter will rarely replace the need for deputies on the ground.

This policy has an accompanying SOP titled Air Support Unit.
Detentions and Photographing Detainees

440.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for conducting field interviews (FI) and pat-down searches, and the taking and retention of photographs of persons detained in the field but not arrested. Due to a variety of situations confronting the deputy, the decision to FI or photograph a field detainee shall be left to the discretion of the involved deputy based on the totality of the circumstances available to them at the time of the detention.

440.2 DEFINITIONS
Detention - Occurs when a deputy intentionally, through words, actions or physical force causes an individual to reasonably believe he/she is being required to restrict his/her movement. Detentions also occur when a deputy actually restrains a person’s freedom of movement.

Consensual Encounter - Occurs when a deputy contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the deputy is voluntary.

Field Interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the deputy's suspicions.

Field Photographs - Field photographs are defined as posed photographs taken of a person during a contact, detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio Video (MAV) system when persons are not posed for the purpose of photographing are not considered field photographs.

Frisk or Pat-Down Search - This type of search is used by deputies in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the deputy, the detainee, or others.

Reasonable Suspicion - Occurs when, under the totality of the circumstances, a deputy has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

440.3 FIELD INTERVIEWS
Deputies may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the deputy should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

(a) The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act.
Detentions and Photographing Detainees

(b) The actions of the suspect suggest that he/she is engaged in a criminal activity.
(c) The hour of day or night is inappropriate for the suspect's presence in the area.
(d) The suspect's presence in the particular area is suspicious.
(e) The suspect is carrying a suspicious object.
(f) The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon.
(g) The suspect is located in proximate time and place to an alleged crime.
(h) The deputy has knowledge of the suspect's prior criminal record or involvement in criminal activity.

440.3.1 INITIATING A FIELD INTERVIEW
A deputy may initiate the stop of a person when there is articulable, reasonable suspicion to do so. A person, however, should not be detained longer than is reasonably necessary to resolve the deputy's suspicions.

Nothing in this policy is intended to discourage consensual contacts. Frequent and random casual contacts with consenting individuals are encouraged by the Snohomish County Sheriff's Office to strengthen our community involvement, community awareness and problem identification.

440.3.2 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may be lost or the integrity of their statements compromised with the passage of time, deputies should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigators to utilize available personnel for the following:

(a) Identify all persons present at the scene and in the immediate area.
   1. When feasible, a statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred. Deputies should seek consent to record such statements whenever possible.
   2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, deputies should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a statement. Such witnesses, if willing, may be transported by office personnel.
   1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness in an office vehicle. When the witness is a minor,
Detentions and Photographing Detainees

consent should be obtained from the parent or guardian, if available, prior to transportation.

440.4 PAT-DOWN SEARCHES
A pat-down search of a detained subject may be conducted whenever a deputy reasonably believes that the person may possess an object that can be utilized as an offensive weapon or whenever the deputy has a reasonable fear for his/her own safety or the safety of others. Circumstances that may establish justification for performing a pat-down search include, but are not limited to the following:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
(b) Where more than one suspect must be handled by a single deputy.
(c) The hour of the day and the location or neighborhood where the stop takes place.
(d) Prior knowledge of the suspect’s use of force and/or propensity to carry deadly weapons.
(e) The appearance and demeanor of the suspect.
(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.
(g) The age and gender of the suspect.

Whenever possible, pat-down searches should be performed by deputies of the same gender.

440.5 FIELD PHOTOGRAPHS
Before photographing any field detainee, the deputy shall carefully consider, among other things, the factors listed below.

440.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject of the photograph knowingly and voluntarily gives consent. When taking a consensual photograph, the deputy should have the individual read and sign the appropriate form accompanying the photograph.

440.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based on reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. Mere knowledge or suspicion of gang membership or affiliation is not a sufficient justification for taking a photograph without consent. The deputy must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct.

If, prior to taking a photograph, the deputy’s reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.
All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

**440.6 SUPERVISOR RESPONSIBILITY**

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph. Access to field photographs shall be strictly limited to law enforcement purposes.

**440.7 DISPOSITION OF PHOTOGRAPHS**

All photographs obtained through a criminal investigation must be associated with an incident number. The photograph should be submitted as an evidence item in the related case. A copy of the photograph may be maintained with the assigned investigator's case file. The investigator may use such photographs in a photo lineup or as part of a confidential informants secure file.

**440.8 FIELD INTERVIEW REVIEW POLICY**

Any person who has been the subject of a FI by this agency during any contact other than an arrest may file a written request within 30 days of the contact requesting a review of the status of the FI. The request shall be directed to the office of the Sheriff who will ensure that the status of the FI is properly reviewed according to this policy as described below. Upon a verbal request, the Office will send a copy of this policy to the requesting party.

**440.8.1 REVIEW PROCESS**

Upon receipt of such a written request, the Sheriff or his/her designee will permit the individual to appear in person (any minor must be accompanied by their parent or legal guardian) for a review of the status of the FI.

Such a meeting will generally be scheduled during regular business hours within 30 days of the receipt of the written request. An extension of the 30-day limit may be made either upon the mutual convenience of the parties or if, at the discretion of the Sheriff, there appears to be an ongoing legitimate law enforcement interest which warrants a delay. If the delay could jeopardize an ongoing investigation, nothing in this policy shall require the Sheriff to disclose the reason(s) for the delay.

A meeting for the review of the status of any non-arrest FI is not intended to be a formal hearing, but simply an informal opportunity for the individual to meet with the Sheriff or his/her designee to discuss the matter.

After carefully considering the information available, the Sheriff or designee will determine, generally within 30 days of the original meeting, whether the FI was obtained in accordance with existing law and Snohomish County Sheriff's Office policy and, even if properly obtained, then whether there is any ongoing legitimate law enforcement interest in retaining the FI.
If the Sheriff or his/her designee determines that the FI was obtained in accordance with existing law and office policy and that there is an ongoing legitimate law enforcement interest in retaining the FI, the FI shall be retained according to this policy and applicable law.

If the Sheriff or his/her designee determines that any involved Snohomish County Sheriff's Office personnel violated existing law or office policy, the Sheriff or designee shall initiate a separate internal investigation which may result in additional training, discipline or other appropriate action for the involved employees.

The person FI’d will be informed in writing within 30 days of the Sheriff’s determination whether or not the FI will be retained. This does not entitle any person to any discovery or access to any law enforcement records not otherwise authorized by law.
Criminal Organizations

442.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the Snohomish County Sheriff's Office appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

442.1.1 DEFINITIONS
Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

442.2 POLICY
The Snohomish County Sheriff's Office recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this office to collect and share relevant information with other law enforcement agencies while respecting the privacy and legal rights of the public.

442.3 CRIMINAL INTELLIGENCE SYSTEMS
No office member may create, submit to or obtain information from a criminal intelligence system unless the Sheriff has approved the system for office use.

Any criminal intelligence system approved for office use should meet or exceed the standards of 28 CFR 23.20 and RCW 43.43.762.

A designated supervisor or authorized designee will be responsible for maintaining each criminal intelligence system that has been approved for office use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.
(b) Use of every criminal intelligence system is appropriately reviewed and audited.
(c) Any system security issues are reasonably addressed.

442.3.1 SYSTEM ENTRIES
It is the designated supervisor’s responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this office, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting
Criminal Organizations

documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

442.3.2 SYSTEM ENTRIES
It is the designated supervisor’s responsibility to approve the entry of any information into a criminal intelligence system operated by the state patrol and authorized by RCW 43.43.762. Entries into such a database shall be based upon reasonable suspicion of criminal activity or actual criminal activity, and must be supported by documentation, where documentation is available (RCW 43.43.762(2)).

442.4 TEMPORARY INFORMATION FILE
No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the office-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

442.4.1 FILE REVIEW AND PURGING
The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged in compliance with the office records retention schedule or entered in an authorized criminal intelligence system, as applicable.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

442.5 RELEASE OF INFORMATION
Office members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to office members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile’s name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

442.6 REVIEW AND PURGING OF GANG PARTICIPANT FILE
The file shall be reviewed annually by the unit supervisor. Each individual file having no entry indicating law enforcement contact for the preceding year’s period shall be purged from the file and disposed of in accordance with the Office purge criteria in compliance with the current Records Management Guidelines and General Records Retention Schedules. The Local Government
Criminal Organizations

General Records Retention Schedule (LGGRS) is the controlling schedule for records retention and management (Records Management Guidelines and General Records Retention Schedules) (RCW Chapter 40.14).

Exception: In the event there is a legitimate law enforcement reason to retain the information in the file, an explanation for doing so shall be entered in the file by the unit supervisor. Files that are retained beyond the one-year period shall be reviewed every six months to determine if they should be purged.
Watch Commanders

444.1 PURPOSE AND SCOPE
Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with office policies, procedures, practices, functions and objectives. To accomplish this goal, a Lieutenant heads each watch.
Public Recording of Law Enforcement Activity

452.1 PURPOSE AND SCOPE
This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this office. In addition, this policy provides guidelines for situations where the recordings may be evidence.

452.2 POLICY
The Snohomish County Sheriff's Office recognizes the right of persons to lawfully record members of this office who are performing their official duties. Members of this office will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Deputies should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

452.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the deputies.
4. Being so close to the activity as to interfere with a deputy’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the deputies, him/herself or others.

452.4 OFFICER/DEPUTY RESPONSE
Deputies should promptly request a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, deputies should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, deputies or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or
behavior to be unlawful. Accompanying the warnings should be clear directions on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, a deputy could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, deputies shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

### 452.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the deputy and:

1. Request any additional assistance as needed to ensure a safe environment.
2. Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
3. When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
4. Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
5. Explain alternatives for individuals who wish to express concern about the conduct of Office members, such as how and where to file a complaint.

### 452.6 SEIZING RECORDINGS AS EVIDENCE

Deputies should not seize recording devices or media unless (42 USC § 2000aa):

1. There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
   1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
2. There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
3. The person consents.
   1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
   2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible.
Public Recording of Law Enforcement Activity

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Policy.
Homeless Persons

454.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide deputies during all contacts with the homeless, whether consensual or for enforcement purposes. The Snohomish County Sheriff's Office recognizes that members of the homeless community are often in need of special protection and services. The Snohomish County Sheriff's Office will address these needs in balance with the overall missions of this office. Therefore, deputies will consider the following policy sections when serving the homeless community (see the Emergent Detentions Policy).

454.1.1 POLICY
It is the policy of the Snohomish County Sheriff's Office to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this office will not use homelessness solely as a basis for detention or law enforcement action.

454.2 OFFICE OF NEIGHBORHOODS
The Sheriff will designate a member of this office to act as the Office of Neighborhoods (OoN). The responsibilities include the following:

(a) Maintain and make available to all office employees a list of assistance programs and other resources that are available to the homeless.

(b) Meet with Social Services and representatives of other organizations that render assistance to the homeless.

(c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.

(d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
   1. Proper posting of notices of trespass and clean-up operations.
   2. Proper retention of property after clean-up, to include procedures for owners to reclaim their property in accordance with the Property and Evidence Policy and other established procedures.

(e) Be present during any clean-up operation conducted by this office involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.

(f) Develop training to assist deputies in understanding current legal and social issues relating to the homeless.
454.3 FIELD CONTACTS
Deputies are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade a deputy from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, deputies are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest.

Deputies should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

454.3.1 OTHER CONSIDERATIONS
Homeless members of the community will receive the same level and quality of service provided to other members of the community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Deputies should consider the following when handling investigations involving homeless victims, witnesses or suspects:

(a) Document alternate contact information. This may include obtaining addresses and phone numbers of relatives and friends.
(b) Document places the homeless person may frequent.
(c) Provide homeless victims with victim/witness resources when appropriate.
(d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
(e) Consider whether the person may be a vulnerable adult and if so, proceed in accordance with the Adult Abuse Policy.
(f) Arrange for transportation for investigation-related matters.
(g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.
(h) Document any facts indicating that the offense was intentionally committed because the victim was homeless or perceived to be homeless (RCW 9.94A.535).

454.4 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the public. Deputies should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.
Homeless Persons

When a homeless person is arrested, or otherwise removed from a public place, deputies should make reasonable accommodations to permit the person to lawfully secure his/her personal property.

Deputies should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the OoN. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the OoN.

Deputies who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the OoN if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the OoN to address the matter in a timely fashion.

454.5 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS
Some homeless persons may suffer from a mental illness or a mental impairment. Deputies shall not detain a homeless person under a mental illness commitment unless facts and circumstances warrant such a detention.

When a mental illness detention is not warranted, the contacting deputy should provide the homeless person with contact information for mental health assistance as appropriate. In these circumstances, deputies may provide transportation to a mental health specialist if requested by the person.

454.6 ECOLOGICAL ISSUES
Sometimes homeless encampments can impact the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Deputies are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and OoN notification.
Suspicious Activity Reporting

455.1 PURPOSE AND SCOPE
This policy provides guidelines for reporting and investigating suspicious and criminal activity.

455.1.1 DEFINITIONS
Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., “dry run,” creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - A Suspicious Activity incident report or Field Interview Card used to document suspicious activity.

455.2 POLICY
The Snohomish County Sheriff's Office recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

455.3 RESPONSIBILITIES
The Investigation Bureau Commander and authorized designees will manage Suspicious Activity Reports/Incident Reports and Field Interview Cards. Authorized designees should include supervisors who are responsible for office participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigation Bureau Commander include, but are not limited to:

(a) Remaining familiar with those databases available to the Office that would facilitate the purpose of this policy.
Suspicious Activity Reporting

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Office.

(e) Ensuring that Suspicious Activity Reports/Incident Reports and Field Interview Card information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Office conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

455.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to a deputy in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare an incident report and include information about involved parties and the circumstances of the incident. If, during any investigation, a deputy becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in an incident report and not included in the original incident report. The report number of the original incident should be included in the report as a cross reference. The new incident report should be processed as any other incident report.

455.5 HANDLING INFORMATION

Supervisors will forward copies of the incident reports or FIR cards, in a timely manner, to the following:

- Investigation Unit supervisor
- Crime Analysis Unit
- Other authorized designees
Civil Disputes

456.1 PURPOSE AND SCOPE
This policy provides members of the Snohomish County Sheriff's Office with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Washington law.

456.2 POLICY
The Snohomish County Sheriff’s Office recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this office will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

456.3 GENERAL CONSIDERATIONS
When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.
Civil Disputes

456.4 COURT ORDERS
Disputes involving court orders can be complex. Where no mandate exists for a deputy to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating deputy should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating deputy should document the following:

(a) The person’s knowledge of the court order or whether proof of service exists.
(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor.

456.4.1 STANDBY REQUESTS
After supervisor approval deputies responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items (RCW 26.50.080). Deputies should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

456.5 VEHICLES AND PERSONAL PROPERTY
Deputies may be faced with disputes regarding possession or ownership of vehicles or other personal property. Deputies may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, deputies should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.
**Civil Disputes**

456.6 REAL PROPERTY AND DECLARATION REQUESTING REMOVAL OF UNAUTHORIZED PERSONS

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order, however:

A real property owner, or their agent, may file a Snohomish County Sheriff’s Office Declaration Requesting Removal of An Unauthorized Person(s) with the Sheriff’s Office, or may complete one at the scene upon request, signed under penalty of perjury. The Declaration, must include the following information:

a. The declarant is the owner, or authorized agent of the owner, of the premises;
b. An unauthorized person(s) has entered and are remaining unlawfully on the premises;
c. The person(s) were not authorized to enter or remain;
d. The person(s) are not a tenant or tenants and have not been a tenant or tenants, or a homeowner or homeowners who have been on title, within the last twelve months on the property;
e. The person(s) are not guests or invitees of tenants or legal occupants
f. The declarant has demanded that the unauthorized person(s) vacate the premises but they have not done so;
g. The premises was not abandoned at the time the unauthorized person or persons entered;
h. The premises was not open to members of the public at the time the unauthorized person(s) entered.

After receiving the completed and signed Declaration, a deputy should take steps to investigate the information contained in the Declaration. A deputy must also provide the occupant(s) (alleged unauthorized person(s)) with a reasonable opportunity to secure and present any credible evidence showing that the occupant(s) is a tenant(s), legal occupant(s), or the guest(s) or invitee(s) of a tenant or legal occupant.

If, after reviewing the Declaration, conducting the investigation, including making reasonable efforts to obtain the information from the occupant(s) described above, the deputy has probable cause to believe that an occupant is guilty of criminal trespass under RCW 9A.52.070, (knowingly entering or remaining unlawfully in a building considered residential real property (as defined in RCW 61.24.005)), the officer may: ( remove the occupant(s) from the premises, with or without arresting the occupant(s), and order the occupant(s) to remain off the premises or be subject to arrest for criminal trespass, or
Civil Disputes

If the deputy removes the occupant(s) from the premises, the deputy should allow a reasonable amount of time, as determined by the deputy, for the occupant(s) to remove personal property from the premises, but should not assist in clean-up or removal of any personal property.
First Amendment Assemblies

457.1 PURPOSE AND SCOPE
This policy provides guidance for responding to public assemblies or demonstrations.

457.2 POLICY
The Snohomish County Sheriff's Office respects the rights of people to peaceably assemble. It is the policy of this office not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

457.3 GENERAL CONSIDERATIONS
Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, deputies shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

(a) Lawful, constitutionally protected actions and speech.
(b) Civil disobedience (typically involving minor criminal acts).
(c) Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors deputies may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Deputies should not:

(a) Engage in assembly or demonstration-related discussion with participants.
(b) Harass, confront or intimidate participants.
(c) Seize the cameras, cell phones or materials of participants or observers unless a deputy is placing a person under lawful arrest.

Supervisors should continually observe office members under their commands to ensure that members’ interaction with participants and their response to crowd dynamics is appropriate.
First Amendment Assemblies

457.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS
Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating office performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

457.4 UNPLANNED EVENTS
When responding to an unplanned or spontaneous public gathering, the first responding deputy should conduct an assessment of conditions, including, but not limited to, the following:

(a) Location
(b) Number of participants
(c) Apparent purpose of the event
(d) Leadership (whether it is apparent and/or whether it is effective)
(e) Any initial indicators of unlawful or disruptive activity
(f) Indicators that lawful use of public facilities, streets or walkways will be impacted
(g) Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

457.5 PLANNED EVENT PREPARATION
For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

457.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope and type of planned activities.
First Amendment Assemblies

- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

457.5.2 OPERATIONAL PLANS
An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

(a) Command assignments, chain of command structure, roles and responsibilities
(b) Staffing and resource allocation
(c) Management of criminal investigations
(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields)
(e) Deployment of specialized resources
(f) Event communications and interoperability in a multijurisdictional event
(g) Liaison with demonstration leaders and external agencies
(h) Liaison with County government and legal staff
(i) Media relations
(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation
(k) Traffic management plans
(l) First aid and emergency medical service provider availability
(m) Prisoner transport and detention
(n) Review of policies regarding public assemblies and use of force in crowd control
(o) Parameters for declaring an unlawful assembly
(p) Arrest protocol, including management of mass arrests
(q) Protocol for recording information flow and decisions
(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
(s) Protocol for handling complaints during the event
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457.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

457.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful, lawful and nonviolent and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

457.7 USE OF FORCE
Use of force is governed by current office policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER™s should be considered only when the participants’ conduct reasonably appears to present the potential to harm deputies, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.
Any use of force by a member of this office shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

457.8 ARRESTS
The Snohomish County Sheriff's Office should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of deputies and arrestees.
(b) Dedicated arrest, booking and report writing teams.
(c) Timely access to medical care.
(d) Timely access to legal resources.
(e) Timely processing of arrestees.
(f) Full accountability for arrestees and evidence.
(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

457.9 MEDIA RELATIONS
The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

457.10 DEMOBILIZATION
When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

457.11 POST EVENT
The Incident Commander should designate a member to assemble full documentation of the event, to include the following:
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(a) Operational plan
(b) Any incident logs
(c) Any assignment logs
(d) Vehicle, fuel, equipment and supply records
(e) Incident, arrest, use of force, injury and property damage reports
(f) Photographs, audio/video recordings, the Communications Center records/tapes
(g) Media accounts (print and broadcast media)

457.11.1 AFTER-ACTION REPORTING
The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

(a) Date, time and description of the event
(b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
(c) Problems identified
(d) Significant events
(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

457.12 TRAINING
Office members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Office should, when practicable, train with its external and mutual aid partners.
Medical Aid and Response

458.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons who appear to be in need of medical aid and establishes a law enforcement response to such situations.

458.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that all deputies and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

458.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communications Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communications Center with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.
(b) The nature of the incident.
(c) Any known scene hazards.
(d) Information on the person in need of EMS, such as:
   1. Signs and symptoms as observed by the member.
   2. Changes in apparent condition.
   3. Number of patients, sex and age, if known.
   4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
   5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members will not direct EMS personnel whether to transport the person for treatment.
458.4 TRANSPORTING ILL AND INJURED PERSONS
Except in extraordinary cases where alternatives are not reasonably available, members will not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to provide medical care and handle patient transportation.

Deputies should search any person who is in custody before releasing that person to EMS for transport.

A deputy should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members will not provide emergency escort for medical transport or civilian vehicles.

458.5 PERSONS REFUSING EMS CARE
If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the deputy should consider proceeding with an emergent detention in accordance with the Emergent Detentions Policy.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The deputy may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the deputy will require the person to be transported to the nearest medical facility. In such cases, the deputy should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

458.5.1 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the deputy has reason to believe the arrestee is feigning injury or illness, the deputy should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the deputy should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.
Medical Aid and Response

Arrestees who appear to have a serious medical issue should be transported by ambulance. Deputies shall not transport an arrestee suffering from a serious medical issue to a hospital without a supervisor's approval.

458.6 MEDICAL ATTENTION RELATED TO USE OF FORCE
Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies.

458.7 AIR AMBULANCE
Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested.

When requested by EMS personnel sheriff's office personnel may assist with designating and securing an Air Ambulance landing zone, to include notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.

458.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE
A semi-automatic external defibrillator or AED should only be used by members who have completed a course approved by the Washington State Department of Health that includes instruction in CPR and the use of an AED (RCW 70.54.310).

458.8.1 AED USER RESPONSIBILITY
Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED shall request response by EMS (RCW 70.54.310).

458.8.2 AED REPORTING
Any member using an AED will complete an incident report detailing its use. Any data from usage shall be made available, upon request, to EMS or other health care providers (RCW 70.54.310).

458.8.3 AED TRAINING AND MAINTENANCE
The Training Sergeant should ensure appropriate training is provided to members authorized to use an AED.

The Training Sergeant is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer’s operational guidelines, and will retain records of all maintenance in accordance with the established records retention schedule (RCW 70.54.310).

458.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION
Members may administer opioid overdose medication in accordance with protocol specified by the health care practitioner who prescribed the overdose medication for use by the member (RCW 69.41.095)
458.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES
Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment as per their training to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment will be removed from service and given to the Training Sergeant.

Any member who administers an opioid overdose medication will contact the Communications Center as soon as possible and request response by EMS.

458.9.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

The Training Sergeant will ensure that the Records Manager is provided enough information to meet applicable state reporting requirements.

458.9.3 OPIOID OVERDOSE MEDICATION TRAINING
Members shall receive training in the administration of opioid overdose medication prior to carrying or administering the medication.
Mobile Data Computer Use

459.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDC) system in order to ensure appropriate access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between office members and the Communications Center.

459.2 POLICY
Snohomish County Sheriff's Office members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

459.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

459.4 RESTRICTED ACCESS AND USE
MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the office. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

459.4.1 USE WHILE DRIVING
Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages
that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

459.5 DOCUMENTATION OF ACTIVITY
Except as otherwise directed by the Watch Commander or other office-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the sheriff's radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.
(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

459.5.1 STATUS CHANGES
All changes in status (e.g., arrival at scene, in service) will be transmitted over the sheriff's radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.

459.5.2 EMERGENCY ACTIVATION
If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available deputy should respond in accordance with the Deputy Response to Calls Policy.

Members should ensure a field supervisor and the Watch Commander is notified of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the sheriff's radio until a no-further-assistance broadcast is made or if they are also handling an emergency.
Crisis Intervention Incidents

460.1 PURPOSE AND SCOPE
This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires a deputy to make difficult judgments about a person’s mental state and intent in order to effectively and legally interact with the individual.

460.1.1 DEFINITIONS
Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person’s internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

460.2 POLICY
The Snohomish County Sheriff’s Office is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Office should collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members’ interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

460.3 SIGNS
Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness
(b) Threats of or attempted suicide
(c) Loss of memory
(d) Incoherence, disorientation or slow response
(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
(g) Social withdrawal
(h) Manic or impulsive behavior, extreme agitation, lack of control
(i) Lack of fear
(j) Anxiety, aggression, rigidity, inflexibility or paranoia
Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

460.4  COORDINATION WITH MENTAL HEALTH PROFESSIONALS
The Sheriff should designate an appropriate Bureau Chief to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources, to guide office interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

460.5  FIRST RESPONDERS
Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to deputies; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit a deputy’s authority to use reasonable force when interacting with a person in crisis.

Deputies are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

A deputy responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup deputies and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) Attempt to determine if weapons are present or available.

(d) Take into account the person’s mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the deputy.

(e) Secure the scene and clear the immediate area as necessary.

(f) Employ tactics to preserve the safety of all participants.

(g) Determine the nature of any crime.

(h) Request a supervisor, as warranted.

(i) Evaluate any available information that might assist in determining cause or motivation for the person’s actions or stated intentions.

(j) If circumstances reasonably permit, consider and employ alternatives to force.

460.6  DE-ESCALATION
Deputies should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.
**Crisis Intervention Incidents**

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person’s name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person’s verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

460.7 **INCIDENT ORIENTATION**

When responding to an incident that may involve mental illness or a mental health crisis, the deputy should request that the [dispatcher] provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous sheriff's response.

(c) Contact information for a treating physician or mental health professional if known.

Additional resources and a supervisor should be requested as warranted.

460.8 **SUPERVISOR RESPONSIBILITIES**

When deemed necessary, a supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
Crisis Intervention Incidents

(e) Ensure that all reports related to the incident are forwarded to the Watch Commander or Precinct Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

460.9 INCIDENT REPORTING
Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to office reporting procedures or other official mental health or medical proceedings.

460.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Emergent Detentions Policy.

460.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS
Civilian members may be required to interact with persons in crisis in an administrative capacity.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, a deputy should be promptly summoned to provide assistance.

460.11 EVALUATION
The Bureau Chief designated to coordinate the crisis intervention strategy for this office should ensure that a thorough review and analysis of the office response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, deputies or incidents and will be submitted to the Sheriff through the chain of command.

460.12 TRAINING
In coordination with the mental health community and appropriate stakeholders, the Office will develop and provide comprehensive education and training to all office members to enable them to effectively interact with persons in crisis.
Crisis Intervention Incidents

Training shall include mandated training in crisis intervention, certified by the Criminal Justice Training Commission, as required by Washington law (Chapter 87, Laws of 2015).
Foot Pursuits

462.1 PURPOSE AND SCOPE
This policy provides guidelines to assist deputies in making the decision to initiate or continue the pursuit of suspects on foot.

462.1.1 POLICY
It is the policy of this office when deciding to initiate or continue a foot pursuit that deputies must continuously balance the objective of apprehending the suspect with the risk and potential for injury to office personnel, the suspect or the public.

Deputies are expected to act reasonably, based on the totality of the circumstances. Absent exigent circumstances, the safety of office personnel and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Deputies must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and office personnel.

462.2 POLICY
It is the policy of this office that deputies, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to office members, the public or the suspect.

Deputies are expected to act reasonably, based on the totality of the circumstances.

462.3 DECISION TO PURSUE
The safety of office members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Deputies must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and office members.

Deputies may be justified in initiating a foot pursuit of any individual that the deputy reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in a foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that a deputy must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place office members and the public at significant risk. Therefore, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.
Foot Pursuits

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, a deputy should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.
(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
(c) A canine search.
(d) Thermal imaging or other sensing technology.
(e) Air support.
(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

462.4 GENERAL GUIDELINES

When reasonably practicable, deputies should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
(b) The deputy is acting alone.
(c) Two or more deputies become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single deputy keep the suspect in sight from a safe distance and coordinate the containment effort.
(d) The deputy is unsure of his/her location and direction of travel.
(e) The deputy is pursuing multiple suspects and it is not reasonable to believe that the deputy would be able to control the suspect should a confrontation occur.
(f) The physical condition of the deputy renders him/her incapable of controlling the suspect if apprehended.
(g) The deputy loses radio contact with the [dispatcher] or with assisting or backup deputies.
(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient deputies to provide backup and containment. The primary deputy should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
(i) The deputy becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to deputies or the public.
Foot Pursuits

(j) The deputy reasonably believes that the danger to the pursuing deputies or public outweighs the objective of immediate apprehension.

(k) The deputy loses possession of his/her firearm or other essential equipment.

(l) The deputy or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to office members or the public if the suspect is not immediately apprehended.

(o) The deputy’s ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

462.5 RESPONSIBILITIES IN FOOT PURSUITS

462.5.1 INITIATING DEPUTY RESPONSIBILITIES

Unless relieved by another deputy or a supervisor, the initiating deputy shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating deputy should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient deputies are present to safely apprehend the suspect.

Early communication of available information from the involved deputies is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Deputies initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Deputies should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any deputy unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.
Foot Pursuits

When a foot pursuit terminates, the deputy will notify the [dispatcher] of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for deputies, suspects or members of the public.

462.5.2 ASSISTING DEPUTY RESPONSIBILITIES
Whenever any deputy announces that he/she is engaged in a foot pursuit, all other deputies should minimize non-essential radio traffic to permit the involved deputies maximum access to the radio frequency.

462.5.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established office guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing deputies or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor may proceed to the termination point to direct the post-foot pursuit activity.

462.6 REPORTING REQUIREMENTS
The initiating deputy shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.
(b) Initial reason and circumstances surrounding the foot pursuit.
(c) Course and approximate distance of the foot pursuit.
(d) Alleged offenses.
(e) Involved vehicles and deputies.
(f) Whether a suspect was apprehended as well as the means and methods used.
   1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
(g) Arrestee information, if applicable.
(h) Any injuries and/or medical treatment.
(i) Any property or equipment damage.
(j) Name of the supervisor at the scene or who handled the incident.

Assisting deputies taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.
Foot Pursuits

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating deputy need not complete a formal report.
Chapter 5 - Traffic Operations
Traffic Function and Responsibility

500.1 PURPOSE AND SCOPE
The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This office provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

500.2 TRAFFIC DEPUTY DEPLOYMENT
Several factors are considered in the development of deployment schedules for deputies of the Snohomish County Sheriff's Office. Information provided by the Electronic Traffic Information Processing (eTRIP) data retrieval system is a valuable resource for traffic accident occurrences and deputy deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All deputies assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All deputies will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All deputies shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

500.3 ENFORCEMENT
Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This office does not establish ticket quotas and the number of arrests or infractions issued by any deputy shall not be used as the sole criterion for evaluating deputy overall performance. The visibility and quality of a deputy's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions.
500.3.1 WARNINGS
Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or infractions when circumstances warrant, especially in the case of inadvertent violations.

500.3.2 INFRACTIONS
Infractions may be issued when a deputy believes it is appropriate. It is essential that deputies fully explain the rights and requirements imposed on motorists upon issuance of an infraction for a traffic violation. Deputies should provide the following information at a minimum:

(a) Explanation of the violation or charge.
(b) Court name and contact information.
(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.3.3 ARRESTS FOR TRAFFIC OFFENSES
Deputies may complete a Superform for any criminal traffic offense when such violations are committed in a deputy's presence or as allowed pursuant to RCW 10.31.100.

A traffic-related detention may expand to a physical arrest under the following circumstances:

(a) When the deputy has probable cause to believe that a felony has been committed, whether or not it was in the deputy’s presence
(b) When the offense is one or more of the violations listed in RCW 10.31.100(3)
(c) When a driver has been detained for a traffic offense listed in RCW 46.63.020 and fails to provide adequate identification or when the deputy has reasonable grounds to believe that the person will not respond to a notice of case setting.

500.4 SUSPENDED OR REVOKED DRIVERS LICENSES
If a deputy contacts a traffic violator who is also driving on a suspended or revoked license, the deputy may complete a Superform or make an arrest as appropriate.

500.4.1 SUSPENDED, REVOKED OR CANCELED COMMERCIAL LICENSE PLATES
If a deputy contacts a traffic violator who is operating a commercial truck, truck tractor or tractor with registration that a computer check confirms to be revoked, suspended or canceled, the deputy shall confiscate the license plates. The Office may either recycle or destroy the plates (RCW 46.32.100).

500.5 REFLECTORIZED VESTS
In order to reduce the danger to employees exposed to the hazards of approaching traffic, reflectorized vests are provided to increase the visibility of employees. Although intended primarily for traffic-related use, reflectorized vests should be worn at any time increased visibility would improve the safety and/or efficiency of the employee.
Traffic Function and Responsibility

500.5.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests shall be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests shall be worn include traffic control duties, accident investigations, lane closures and while at disaster scenes, or anytime high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, deputies shall retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS
High-visibility vests shall be maintained in each patrol and investigation unit and in the side box of each sheriff's motorcycle. Each vest should be maintained in serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained by the Quartermaster for replacement of damaged or unserviceable vests. The Quartermaster should be promptly notified whenever a vest must be replaced.

500.6 HAZARDOUS ROAD CONDITIONS
The Snohomish County Sheriff's Office will make all reasonable efforts to address all reported hazardous road conditions in a timely manner as circumstances and resources permit.

500.7 TRAFFIC COMPLAINTS BY CROSSING GUARDS
Crossing guards have the authority to submit reports to this office for certain violations occurring in and around crosswalks (RCW 46.61.275). Generally these reports may be for offenses involving a driver’s failure to stop at a crosswalk or to exercise due care for pedestrians. Reports must be received no later than 72 hours after the violation occurred.

This office will give due consideration and will investigate, to a reasonable degree, reports of violations submitted by crossing guards, in an effort to identify the alleged violator. If the driver is identified and there is reasonable cause to believe a violation of RCW 46.61.235(5), RCW 46.61.245(2) or RCW 46.61.261(2) has occurred, a notice of traffic infraction should be issued.

The Special Operations Lieutenant shall ensure that appropriate forms for reporting violations are available to crossing guards and that a procedure for investigating the reports received by this office is in place.

500.7.1 NOTIFICATION OF INFRACTION
The Special Operations Lieutenant or a designee may initiate an investigation of the reported violation after receiving a report from a crossing guard. The investigator shall contact the last known owner of the violator vehicle and request the owner to supply information identifying the driver. If the driver is identified and there is reasonable cause to believe that a traffic violation has occurred, a notice of infraction may be served upon the driver of the vehicle (RCW 46.61.275(2)).
500.8 SCHOOL BUS SAFETY CAMERAS
Any school district with buses properly equipped with cameras that capture stop-arm violations may report such violations to the Snohomish County Sheriff's Office whenever they occur within the office jurisdiction.

The Special Operations Lieutenant or designee should establish a report form and procedure for school districts to report school bus stop-arm violations (RCW 46.63.180).

500.8.1 NOTIFICATION OF INFRACTION
The Special Operations Lieutenant or the authorized designee should initiate an investigation of the reported violation after receiving a stop-arm violation report from a school district.

Issuance of a citation shall conform to state requirements (RCW 46.63.180). The notice of infraction shall be mailed to the registered owner or renter, if applicable, of the vehicle within 14 days of the violation.
Traffic Collision Reporting

502.1 PURPOSE AND SCOPE
The Snohomish County Sheriff's Office prepares traffic collision reports and as a public service makes traffic collision reports available to the community with some exceptions.

502.2 TRAFFIC COLLISION REPORTS
All traffic collision reports taken by members of this office shall be completed using e-reporting (SECTOR) or the current Washington State Patrol Accident Forms (A and B).

502.3 REPORTING SITUATIONS

502.3.1 TRAFFIC COLLISIONS INVOLVING COUNTY VEHICLES
Traffic collision investigation reports shall be taken when a County-owned vehicle is involved in a traffic collision upon a roadway or highway wherein any damage or injury results. Whenever there is damage to a County vehicle, a Damage to County Property Report or a collision report shall be completed and forwarded to the appropriate Bureau Commander.

Photographs of the collision scene and vehicle damage shall be taken by the traffic investigator or any supervisor.

502.3.2 TRAFFIC COLLISIONS WITH SHERIFF OFFICE EMPLOYEES
When an on-duty employee of this office or an employee operating a Snohomish County owned vehicle is involved in a traffic collision within the jurisdiction of the Snohomish County Sheriff's Office resulting in a serious injury or fatality, the Special Operations Lieutenant or the Watch Commander, may notify the Washington State Patrol for assistance.

The term serious injury is defined as any injury that may result in a fatality.

All collisions involving county operated vehicles and/or employees operating non county vehicles being used for official county business during the course and scope of their duties are thoroughly investigated. The collision will then be reviewed by the Sheriff's Office Driving Review Board.

502.3.3 TRAFFIC COLLISIONS WITH OTHER COUNTY EMPLOYEES OR OFFICIALS
The Special Operations Lieutenant or on-duty Watch Commander may request assistance from the Washington State Patrol for the investigation of any traffic collision involving any County official or employee where a serious injury or fatality has occurred.

502.3.4 TRAFFIC COLLISIONS ON PRIVATE PROPERTY
Traffic collision reports may be taken for traffic collisions occurring on private property.

502.3.5 TRAFFIC COLLISIONS ON ROADWAYS
Traffic collision reports shall be taken when they occur on a roadway within the jurisdiction of this office under any of the following circumstances:
Traffic Collision Reporting

(a) When there is a death or injury to any persons involved in the collision or when the damage threshold is met to either vehicle.

(b) When there is an identifiable violation of the Revised Code of Washington.

(c) When the collision meets the criteria for reporting under the RCW.

502.4 NOTIFICATION OF TRAFFIC BUREAU SUPERVISION

In the event of a serious injury or death related traffic collision, the on duty supervisor or Watch Commander shall notify the Sergeant of the Collision Investigations Unit, relate the circumstances of the traffic collision and seek assistance from the Collision Investigations Unit.
Vehicle Towing Policy

510.1 PURPOSE AND SCOPE
This policy provides the procedures for towing a vehicle by or at the direction of the Snohomish County Sheriff's Office.

510.2 RESPONSIBILITIES
The responsibilities of those employees storing or impounding a vehicle are as follows.

510.2.1 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION
When a vehicle has been involved in a traffic collision and must be removed from the scene, the deputy shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center.

If the owner is incapacitated, or for any reason it is necessary for the Office to assume responsibility for a vehicle involved in a collision, the deputy shall request the dispatcher to select the next tow company from the rotational list for vehicle impounds. The deputy will then complete a Uniform Tow/Impound and Inventory Record form.

510.2.2 DRIVING A NON-COUNTY VEHICLE
Vehicles which have been towed by or at the direction of the Office should not be driven by sheriff's office personnel unless it is necessary to move a vehicle a short distance. (eg, evidence impound, post search warrant).

510.3 TOWING SERVICES
The County of Snohomish periodically selects a firm to act as the official tow service and awards a contract to that firm. This firm will be used in the following situations:

(a) When a vehicle is being held as evidence in connection with an investigation or seizure.
(b) Towing of office vehicles to a repair facility.

Nothing in this policy shall require the Office to tow a vehicle.

510.4 STORAGE AT ARREST SCENES
When appropriate, and at the arrestee's request, deputies retain the discretion not to impound the arrestee's vehicle. Whenever a vehicle is needed for the furtherance of the investigation or prosecution of the case, the vehicle shall be stored. The following examples are situations where the arrestee's vehicle might not be stored:

- Traffic related warrant arrest.
Vehicle Towing Policy

- Situations where the vehicle was not used to further the offense for which the driver was arrested.
- Whenever the licensed owner of the vehicle is present, willing and able to take control of any vehicle not involved in criminal activity.

If, at the owner's request the vehicle is left at the scene, it shall be parked in a lawful manner and secured. The owner shall be advised that the Office will not be responsible for theft or damage to the vehicle. In the event the vehicle is towed, the owner should be informed that the Office will not be responsible for towing or storage fees.

510.5 VEHICLE INVENTORY
All property in an impounded vehicle shall be inventoried and listed on the vehicle impound form. A locked vehicle trunk shall not be opened, even if it may be opened without a key from an accessible area of the passenger compartment. Locked or closed containers located within the passenger compartment should be inventoried as a sealed unit, absent exigent circumstances.

Members conducting inventory searches should be as thorough and accurate as practical in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while in sheriff's custody, deputies, and to protect the Office against fraudulent claims of lost, stolen, or damaged property.

510.6 VEHICLE SEARCHES
Vehicles may be searched when one or more of the following conditions are met:

(a) With consent of the operator.
(b) Under emergency circumstances not otherwise enumerated above.
(c) Pursuant to a valid search warrant.

510.7 SECURITY OF VEHICLES AND PROPERTY
Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, deputies should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g. cash, jewelry, cell phone, prescriptions) which are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, search personnel shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.
Disabled Vehicles

519.1 PURPOSE AND SCOPE
This office has adopted the following policy on assisting motorists in disabled vehicles within this jurisdiction.

519.2 DEPUTY RESPONSIBILITY
When an on-duty deputy observes a disabled vehicle on the roadway, the deputy should make a reasonable effort to provide assistance. If that deputy is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then advise the appropriate jurisdiction or deputy to respond for assistance as soon as practical.

519.3 EXTENT OF ASSISTANCE
In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by office personnel will be contingent on the time of day, the location, the availability of office resources, and the vulnerability of the disabled motorist.

519.3.1 RELOCATION OF DISABLED VEHICLES
The relocation of disabled vehicles by members of this office by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

519.3.2 RELOCATION OF MOTORIST
The relocation of a motorist with a disabled vehicle should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The office member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

519.4 POLICY
It is the policy of the Snohomish County Sheriff’s Office to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.
Unauthorized 24 Hour Vehicle Violations

523.1 PURPOSE AND SCOPE
This policy provides procedures for the marking, recording, and storage of unauthorized vehicles parked in violation of 24 hour time limitations.

523.2 MARKING VEHICLES
Vehicles suspected of being subject to removal from a roadway after being left unattended for 24 hours shall be marked and noted on the Snohomish County Sheriff's Office Marked Vehicle Sticker. No case number is required at this time (RCW 46.55.010(14)).

A notification sticker shall be applied in a visible location.

If a marked vehicle has been moved during a 24-hour investigation period, the vehicle shall be re-marked for another 24-hour period.

523.2.1 VEHICLE STORAGE
A deputy may impound any vehicle not removed 24 hours after marking (RCW 46.55.085(3)).

The deputy authorizing the impound of the vehicle shall complete a uniform impound authorization and inventory form. The completed form shall be submitted to the Records Section prior to the end of shift (RCW 46.55.075(2)).
Vehicle Seizure and Forfeiture

525.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure and forfeiture of vehicles associated with the arrest of subjects for driving under the influence (RCW 46.61.502) or physical control of a vehicle while under the influence (RCW 46.61.504).

525.2 SUSPENSION OF WASHINGTON DRIVER LICENSES
RCW 46.61.5058 provides for the forfeiture of any vehicle when the driver of such vehicle has been arrested for driving under the influence or physical control of a vehicle while under the influence, if such person has a prior offense within seven years as defined in RCW 46.61.5055.

525.2.1 ADMINISTRATIVE RESPONSIBILITIES
All procedures and administrative responsibilities associated with this policy are handled by the Traffic Division.

525.3 VEHICLE SEIZURE PROCEDURES
When a deputy arrests a subject for driving under the influence (RCW 46.61.502) or physical control of a vehicle while under the influence (RCW 46.61.504), the deputy may initiate steps to seize the arrestee’s vehicle under the following circumstances:

(a) The arrestee has a prior offense within seven years as defined in RCW 46.61.5055,

(b) The arrestee must be provided with an office form to notify the arrestee, in writing, that it is unlawful to transfer, sell or encumber in any way the subject’s interest in the vehicle in which they were driving or had physical control when the violation occurred, and

(c) The vehicle is not a rental (RCW 46.61.5058(1)(b)).

The vehicle should be impounded as provided under the authority of RCW 46.55.113(1).

525.3.1 PHYSICAL SEIZURE OF VEHICLE
Physical seizure of the vehicle shall occur only upon the following circumstances:

(a) Upon conviction of either driving under the influence or physical control of a vehicle while driving under the influence where the person convicted has a prior offense within seven years as defined in RCW 46.61.5055 and the person driving has a financial interest in the vehicle.

(b) Upon a court order.

(c) If there is reasonable cause to believe that the vehicle subject to seizure has been the subject of a prior judgment in favor of the state in a forfeiture proceeding, the deputy may seize the vehicle immediately.
Vehicle Seizure and Forfeiture

Any vehicle that is seized pursuant to any of the above subsections should immediately be impounded and held pending further court action (RCW 46.61.5058(3)).

525.4 VEHICLE FORFEITURE

It is the policy of the Snohomish County Sheriff's Office to initiate forfeiture proceedings on all vehicles seized pursuant to RCW 46.61.5058.

Within fifteen days after vehicle seizure, the legal owner of the seized vehicle shall be notified of the seizure and intended forfeiture. Such notification shall be accomplished in writing to the last known address of the legal owner by certified mail with a return of service requested, or any other form of notification required by court order (RCW 46.61.5058(4)).

525.4.1 FORFEITURE HEARING

Persons notified of seizure have forty-five days to respond. Upon written response, such persons shall have the opportunity to be heard as to the claim or right (RCW 46.61.5058(6)).

(a) The following procedure shall apply in such cases:

1. Persons requesting a forfeiture hearing must complete and sign an Snohomish County Sheriff's Office Forfeiture Request Form;
2. All hearings shall be scheduled and conducted in a timely fashion.
3. The hearing officer(s) shall be designated by the Sheriff.
4. The decision of the hearing officer shall be considered final.

(b) The owner of the seized vehicle may, through his/her initiation and legal process, choose to remove the hearing to court.

(c) The vehicle shall be considered forfeited under any of the following circumstances:

1. If, forty-five days after the seizure, no person has notified the Snohomish County Sheriff's Office of a claim of ownership or right to the vehicle.
2. After a hearing officer has determined that the vehicle was lawfully seized and is subject to forfeit.
3. A court of local jurisdiction has determined that the vehicle was lawfully seized and is subject to forfeit.

(d) In any case where it is determined that the vehicle is not subject to forfeit, it shall be immediately returned to the legal owner.

525.5 PROCEDURES FOLLOWING FORFEITURE

Vehicles that have been lawfully seized and through forfeit the ownership is transferred to the Snohomish County Sheriff's Office may be sold or retained for official use provided that all bona fide security interests to the vehicle are first satisfied (RCW 46.61.5058(7)). The following procedure shall apply after vehicles are legally forfeited to the Snohomish County Sheriff's Office:
Vehicle Seizure and Forfeiture

(a) The Special Operations Lieutenant or his/her designee shall determine the disposition of all vehicles legally forfeited to the Snohomish County Sheriff's Office. Such disposition shall be determined based on vehicle value, existing security interest, and the needs of the Office.

(b) The value of the vehicle is the sale price, or if retained, the fair market value of the vehicle at the time of the seizure (RCW 46.61.5058(14)).

(c) A record of the forfeited vehicle shall be maintained. The record shall indicate the prior owner’s information, if known, a description of the vehicle, the disposition of the vehicle, its value at time of seizure and the amount of proceeds realized from disposition of the vehicle (RCW 46.61.5058(8)).

1. Such records shall be maintained for at least seven years (RCW 46.61.5058(9)).

(d) A copy of the records of all forfeited vehicles shall be filed with the state treasurer each calendar quarter (RCW 46.61.5058(10)).

(e) By January 31st of each year, ten percent of the net proceeds of vehicles forfeited during the preceding calendar year shall be remitted to the state treasurer (RCW 46.61.5058(12)(13)).
Investigation and Prosecution

600.1 PURPOSE AND SCOPE
The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

600.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a supervisor. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

600.4 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES
Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this office. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using office equipment.

Information obtained via the Internet should not be archived or stored in any manner other than office-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.4.1 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Deputies should seek legal counsel before any such interception.

600.4.2 ACCESS RESTRICTIONS
Information that can be accessed from any office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for
accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party or an approved search warrant. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.5 COMPUTERS AND DIGITAL EVIDENCE
The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, deputies should consult with computer forensic detectives for assistance with seizing computers and related evidence. If a detective is unavailable, deputies should take reasonable steps to prepare for such seizure and use the resources that are available.

600.6 DISCONTINUATION OF INVESTIGATIONS
The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
   1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
   2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
Investigation and Prosecution

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 CUSTODIAL INTERROGATION REQUIREMENTS
Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy. If the suspect requests access to counsel, the interview / interrogation shall stop until that access has been provided.

600.7.1 AUDIO/VIDEO RECORDINGS
If equipment is available, a custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Unit supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.8 INITIAL INVESTIGATION

600.8.1 ARRESTS BY PRIVATE PERSONS
Private persons may make a common law arrest for crimes constituting a breach of the peace or may detain a person under the authority of RCW 9A.16.020 (felonies, retail theft, etc.) Any deputy presented with a private person wishing to make an arrest must determine whether there is probable cause to believe that such an arrest would be lawful.

(a) Should any deputy determine that there is no probable cause to believe that a private person’s arrest is lawful, the deputy should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
Investigation and Prosecution

1. Any deputy who determines that a private person’s arrest appears to be unlawful should promptly release the arrested individual. The deputy must include the basis of such a determination in a related report.

2. Absent probable cause to support a private person’s arrest or other lawful grounds to support an independent arrest by the deputy, the deputy should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever a deputy determines that there is probable cause to believe that a private person’s arrest is lawful, the deputy shall take a written statement from the person who has made the arrest. In addition, the deputy may exercise one of the following options:

1. Take the individual into physical custody for booking.

2. Release the individual subsequent to the issuance of a citation for the individual to appear in the appropriate court or completion of a Superform referring the charge to the Prosecutor's Office.

600.8.2 CIVILIAN MEMBER RESPONSIBILITIES
A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of a deputy shall be requested.

600.8.3 DEPUTY RESPONSIBILITIES
A deputy responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.

2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the deputy shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.

2. Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.

3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Watch Commander.

4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.

5. Collect any evidence.

6. Take any appropriate law enforcement action.

7. Complete and submit the appropriate reports and documentation.
(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.
Asset Forfeiture

606.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

606.1.1 DEFINITIONS
Definitions related to this policy include:

Fiscal agent - The person designated by the Sheriff to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Snohomish County Sheriff's Office seizes property for forfeiture or when the Snohomish County Sheriff's Office is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The office member assigned by the Sheriff who is responsible for reviewing all forfeiture cases and for acting as the liaison between the Office and the assigned attorney.

Property subject to forfeiture - Generally includes, but is not limited to:

(a) Firearms that were carried, possessed or sold illegally (RCW 9.41.098).

(b) Devices, profits, proceeds, associated equipment and conveyances related to illegal gambling (RCW 9.46.231).

(c) Interests, proceeds, etc. related to organized crime (RCW 9A.82.060), criminal profiteering (RCW 9A.82.080), human trafficking (RCW 9A.40.100), commercial sexual abuse of a minor (RCW 9.68A.100) or promoting prostitution (RCW 9A.88.070) (RCW 9A.82.100).

(d) Proceeds traceable to or derived from money laundering (RCW 9A.83.020; RCW 9A.83.030).

(e) Property acquired or maintained in relation to commercial sexual abuse of a minor (RCW 9.68A.100), promoting commercial sexual abuse of a minor (RCW 9.68A.101) or promoting prostitution in the first degree (RCW 9A.88.070), and conveyances used to facilitate these offenses (RCW 9A.88.150).

(f) Personal property, money, a vehicle, etc. that was used to commit a felony or was acquired through the commission of a felony not covered under another forfeiture statute (RCW 10.105.010).

(g) Personal property, money, a vehicle, etc. that was acquired through the commission of a crime involving theft, trafficking or unlawful possession of commercial metal property, or facilitating such crimes (RCW 19.290.230).
**Asset Forfeiture**

(h) Conveyances, including aircraft, vehicles or vessels, used for the violation of the Uniform Controlled Substances Act and proceeds from these violations (money, real property, etc.) (RCW 69.50.505).

(i) Boats, vehicles, gear, etc. used for poaching/wildlife crimes (RCW 77.15.070).

**Seizure** - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

### 606.2 POLICY

The Snohomish County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential for revenue should never compromise the effective investigation of criminal offenses, officer safety or any person’s due process rights.

It is the policy of the Snohomish County Sheriff's Office that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeiture.

### 606.2.1 SPECIAL GUIDELINES APPLICABLE TO CONVEYANCES

Special guidelines apply regarding the forfeiture of conveyances in order for it to be seized as a conveyance used to facilitate narcotic activity. All conveyances are subject to seizure and forfeiture except when (RCW 69.50.505(d)):

- Used by any person as a common carrier in the transaction of business as a common carrier is subject to forfeiture unless it appears that the owner or other person in charge of the conveyance is a consenting party or privy to a violation of specified narcotics violations.

- Violations have been committed or omitted without the owner's knowledge or consent.

- Used in the receipt of only an amount of marijuana for which possession constitutes a misdemeanor under RCW 69.50.4014.

- The conveyance is encumbered by a bona fide security interest is subject to the interest of the secured party if the secured party neither had knowledge of nor consented to the act or omission.

- The owner of a conveyance has been arrested for narcotics violations the conveyance in which the person is arrested may not be subject to forfeiture unless it is seized or process is issued for its seizure within ten days of the owner's arrest.

### 606.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

### 606.3.1 PROPERTY SUBJECT TO SEIZURE

The following may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:
Asset Forfeiture

(a) Real or personal property subject to forfeiture identified in a court order authorizing seizure.

(b) Property subject to forfeiture without a court order when the property is lawfully seized incident to an arrest, the service of a search warrant or the service of an administrative inspection warrant.

(c) Property subject to forfeiture can also be seized without a court order when:

1. There is probable cause to believe that the property was used or is intended to be used for illegal gambling (RCW 9.46.231).

2. There is probable cause to believe that the property was used or is intended to be used for the commercial sexual abuse of a minor (RCW 9.68A.100; RCW 9.68A.101) or promoting prostitution in the first degree (RCW 9A.88.070) (RCW 9A.88.150).

3. There is probable cause to believe that the property was used or is intended to be used in the commission of any felony (RCW 10.105.010). See also separate statutes regarding seizures for felonies involving commercial metal, “bootlegging,” criminal profiteering or money laundering (RCW 19.290.00095; RCW 66.32.020; RCW 9A.82.100; RCW 9A.83.030).

4. There is probable cause to believe that the property was used or is intended to be used in violation of the Uniform Controlled Substances Act (RCW 69.50.505).

5. There is probable cause to believe that the property was used or is intended to be used for poaching/wildlife crimes (RCW 77.15.070).

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

Whenever practicable, a court order for seizure prior to making a seizure is the preferred method.

606.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel’s current minimum forfeiture thresholds should not be seized.

(b) Property from an “innocent owner,” or a person who had no knowledge of the offense or who did not consent to the property’s use.

(c) No vehicle or other conveyance based on a misdemeanor involving marijuana (RCW 69.50.505).

(d) Vehicles/conveyances that would be subject to forfeiture if more than 10 days have elapsed since the owner’s arrest and no court order has been issued (RCW 9.46.231; RCW 9A.88.150; RCW 69.50.505).
606.3.3 SEIZED VEHICLES
Vehicles seized subject to forfeiture will be taken to a designated secure storage facility. A seized vehicle should not be impounded. The deputy seizing the vehicle shall notify the detective supervisor of the seizure of the vehicle and circumstances of the seizure as soon as possible.

If the vehicle cannot be driven, a tow truck will be used to tow the vehicle to the storage facility.

Personal property located in a seized vehicle shall be removed and booked into Property as either evidence or for safekeeping.

606.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS
When property or cash subject to this policy is seized, the deputy making the seizure should ensure compliance with the following:

(a) Complete applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the deputy must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The deputy will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Deputies who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere, the whereabouts of the property is unknown, it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

606.5 MAINTAINING SEIZED PROPERTY
The Evidence Room Supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine if the property has been stolen.
Asset Forfeiture

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

606.6 DISPOSITION OF PROPERTY
No member of this office may use property that has been seized for forfeiture until the forfeiture action has been completed and the Sheriff has given written authorization to retain the property for official use. No office member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

606.7 FORFEITURE REVIEWER
The Sheriff will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Office on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly those cited in this policy and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Office and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for office use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to deputies. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

3. A space for the signature of the person from whom cash or property is being seized.
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4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that deputies who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:
   1. Written documentation of the seizure and the items seized is in the case file.
   2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
   3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
      (a) Generally, 15 days’ notice. (Gambling RCW 9.46.231; Money laundering RCW 9A.83.030; Child prostitution RCW 9A.88.150; Felonies RCW 10.105.010; Commercial metal RCW 19.290.230; Controlled substances RCW 69.50.505; Fish and wildlife enforcement RCW 77.15.070).
      (b) Generally, 10 days’ notice for conveyances. (Gambling RCW 9.46.231; Child prostitution RCW 9A.88.150; Controlled substances RCW 69.50.505).
   4. Property is promptly released to those entitled to its return.
   5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
   6. Any cash received is deposited with the fiscal agent.
   7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
   8. Current minimum forfeiture thresholds are communicated appropriately to deputies.
   9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Sheriff to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information
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for other law enforcement officers and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to the office regular inventory is in accordance with all applicable laws and consistent with the office use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Snohomish County Sheriff's Office unless the Sheriff authorizes in writing the retention of the property for official use.

(l) Addressing any landlord claims for reimbursement through forfeited assets or damage to property (RCW 9.46.231; RCW 69.50.505).

(m) Compensating victims of commercial metal crimes within 120 days (RCW 19.290.230).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and County financial directives.
Informants

608.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the use of informants.

608.1.1 DEFINITIONS
Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the Snohomish County Sheriff's Office for law enforcement purposes. This also includes a person agreeing to supply information to the Snohomish County Sheriff's Office for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

608.2 POLICY
The Snohomish County Sheriff's Office recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this office that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

608.3 USE OF INFORMANTS

608.3.1 INITIAL APPROVAL
Before using an individual as an informant, a deputy must receive approval from his/her supervisor. The deputy shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this office should not guarantee absolute safety or confidentiality to an informant.

608.3.2 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated office informant agreement. The deputy using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

608.3.3 JUVENILE INFORMANTS
The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians
(b) The juvenile’s attorney, if any
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(c) The court in which the juvenile’s case is being handled, if applicable
(d) The Sheriff or the authorized designee

608.4 INFORMANT INTEGRITY
To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Sheriff, Bureau Commander, Directed Patrol supervisor or their authorized designees.
   1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
(b) Criminal activity by informants shall not be condoned.
(c) Informants shall be told they are not acting as sheriff’s deputies, employees or agents of the Snohomish County Sheriff's Office, and that they shall not represent themselves as such.
(d) The relationship between office members and informants shall always be ethical and professional.
   1. Members shall not become intimately involved with an informant.
   2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Directed Patrol supervisor.
   3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
(e) Deputies shall not meet with informants in a private place unless accompanied by at least one additional deputy or with prior approval of the Directed Patrol supervisor.
   1. Deputies may meet informants alone in an occupied public place, such as a restaurant.
(f) When contacting informants for the purpose of making payments, deputies shall arrange for the presence of another deputy.
(g) In all instances when office funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
(h) Since the decision rests with the appropriate prosecutor, deputies shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

608.4.1 UNSUITABLE INFORMANTS
The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Office and, if so, what conditions will be placed on his/her participation or any information the informant provides. The
Informants

supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.
(b) The informant behaves in a way that may endanger the safety of a deputy.
(c) The informant reveals to suspects the identity of a deputy or the existence of an investigation.
(d) The informant appears to be using his/her affiliation with this office to further criminal objectives.
(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
(f) The informant engages in any other behavior that could jeopardize the safety of deputies or the integrity of a criminal investigation.
(g) The informant commits criminal acts subsequent to entering into an informant agreement.

608.5 INFORMANT FILES
Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of office members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Directed Patrol Office. The Directed Patrol supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Sheriff, Bureau Commander, Directed Patrol supervisor or their authorized designees.

The Investigation Bureau Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Directed Patrol supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

608.5.1 FILE SYSTEM PROCEDURE
A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases
(b) Date of birth
Informants

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
(d) Photograph
(e) Current home address and telephone numbers
(f) Current employers, positions, addresses and telephone numbers
(g) Vehicles owned and registration information
(h) Places frequented
(i) Briefs of information provided by the informant and his/her subsequent reliability
   1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
(j) Name of the deputy initiating use of the informant
(k) Signed informant agreement
(l) Update on active or inactive status of informant

608.6 INFORMANT PAYMENTS
No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

608.6.1 AUDIT OF PAYMENTS
The Directed Patrol supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once a month, the Sheriff or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

608.6.2 PAYMENT PROCESS
Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from a Directed Patrol buy/expense fund.
Informants

1. The Directed Patrol supervisor shall sign the voucher for cash payouts from the buy/expense fund.

   (b) To complete the payment process for any amount, the deputy delivering the payment shall complete a cash transfer form.

1. The cash transfer form shall include the following:

   (a) Date

   (b) Payment amount

   (c) Snohomish County Sheriff's Office case number

   (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.

2. The cash transfer form shall be signed by the informant.

3. The cash transfer form will be kept in the informant's file.
Sexual Assault Investigations

610.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

610.1.1 DEFINITIONS
Definitions related to this policy include:

**Sexual assault** - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in RCW 9A.44.010 et seq. and RCW 9A.64.020.

610.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

610.3 QUALIFIED INVESTIGATORS
Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with SART or other multidisciplinary investigative teams as applicable.

610.4 INVESTIGATION AND REPORTING
In all reported or suspected cases of sexual assault, a report should be written. Some cases may be assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

610.4.1 VICTIM INTERVIEWS
The primary considerations in sexual assault investigations, which begin with the initial call to the Communications Center, should be the health and safety of the victim, the preservation of
Sexual Assault Investigations

evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

Victims are often reluctant or embarrassed to discuss details. Recanting or changing one or more aspects of a prior statement is not necessarily an indication of false reporting or that the case is unfounded. If the responding deputy has reason to believe the incident may be without merit, he/she should document the evidence and inconsistencies. Due to physical and emotional trauma, and the myths and stereotypes associated with sexual assault, inconsistencies in the victim's report are not uncommon. No opinions of whether the case is unfounded shall be included in the report.

**610.4.2 POLYGRAPH EXAMINATION OF VICTIM**

Victims of alleged sex offenses shall not be asked or required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of the offense. The refusal of a victim to submit to a polygraph or other truth telling device shall not by itself prevent the investigation, charging or prosecution of the offense (RCW 10.58.038; 42 USC § 3796gg-8).

**610.4.3 VICTIM CONFIDENTIALITY**

A victim who seeks to have his/her address remain confidential should be referred to the Office of the Secretary of State to submit an application to participate in the address confidentiality program (RCW 40.24.030).

Information identifying a child victim under the age of 18 is confidential and not subject to release to the press or public without the permission of the child or the child’s legal guardian unless allowed by law and as provided in RCW 10.97.130. Identifying information includes the child’s name, address, location, photographs and the relationship of the child victim in cases where the alleged perpetrator is a relative or stepparent (RCW 10.97.130).

**610.4.4 VICTIM RIGHTS**

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim Witness Assistance Policy.

Victims have the right to immediate medical assistance and not to be detained for an unreasonable length of time before having such assistance administered. The deputy may accompany the victim to a medical facility to question the victim about the sexual assault if the questioning does not hinder the administration of medical assistance (RCW 7.69.030(9)). A victim may choose a personal representative to accompany him/her to the hospital or other health care facility and to any proceeding concerning the alleged assault, including interviews. A personal representative
Sexual Assault Investigations

includes a friend, relative, attorney, employee or volunteer from a community sexual assault program or specialized treatment service provider (RCW 70.125.030; RCW 70.125.060).

610.4.5 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE
Whenever possible, a medical professional member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, it is critical to the investigation that a urine sample from the victim be collected by a medical professional.

If resources allow, kits or biological evidence from all rape cases, including cases where the suspect is known by the victim, should be submitted for biological testing. The result and the case information should be entered into state and national registries in a timely manner.

All evidence from cases where the suspect is a stranger to the victim shall be transmitted in a timely manner to the proper forensics lab for processing all relevant biological evidence.

610.4.6 DISPOSITION OF CASES
If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Unit supervisor.

Classification of a rape case as unfounded requires the Investigation Unit supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence to support the recanted information before the case should be determined as unfounded.

610.5 RELEASING INFORMATION TO THE PUBLIC
In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Unit supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

610.6 TRAINING
Subject to available resources, periodic training will be provided to:

(a) Members who are first responders. This includes, but is not limited to, the following topics:
1. Initial response to sexual assaults
2. Legal issues
Sexual Assault Investigations

3. Victim advocacy

4. Victim’s response to trauma

(b) Qualified investigators who should receive advanced training on additional topics. This includes, but is not limited to, the following:

(a) Interviewing sexual assault victims

(b) Medical and legal aspects of sexual assault investigations

(c) Serial crimes investigations

(d) Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP)
Warrant Service

611.1 PURPOSE AND SCOPE
This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this office. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol deputies.

611.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to balance the safety needs of the public, the safety of office members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

611.3 SEARCH WARRANTS
Deputies should consult with a supervisor before preparing a search warrant application. The deputy will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor.

611.4 ARREST WARRANTS
If a deputy is pre-planning the service of an arrest warrant, the deputy should complete the risk analysis form and follow the consultation recommendations.

611.5 WARRANT PREPARATION
A deputy who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime execution.
(b) A clear explanation of the affiant's training, experience and relevant education.
(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
Warrant Service

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Material Disclosure Policy).

611.6 DETENTIONS DURING WARRANT SERVICE
Deputies must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, deputies must be mindful that only reasonable force may be used and weapons should be displayed no longer than the deputy reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Deputies should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

611.7 ACTIONS AFTER WARRANT SERVICE
The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

611.8 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS
Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the on duty supervisor. The supervisor should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The supervisor should ensure that members of the Snohomish County Sheriff's Office are utilized appropriately. Any concerns regarding the requested use of Snohomish County Sheriff's Office members should be brought to the attention of the Sheriff or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If deputies intend to serve a warrant outside Snohomish County Sheriff's Office jurisdiction, the deputies supervisor should provide reasonable advance notice to the applicable agency, request
Warrant Service

assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Deputies will remain subject to the policies of the Snohomish County Sheriff's Office when assisting outside agencies or serving a warrant outside Snohomish County Sheriff's Office jurisdiction.

611.9 MEDIA ACCESS
No advance information regarding warrant service operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

611.10 TRAINING
The Training Sergeant should ensure deputies receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.
Operations Planning and Deconfliction

612.1 PURPOSE AND SCOPE
This policy provides guidelines for planning, deconfliction and execution of high-risk operations. Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

612.1.1 DEFINITIONS
Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by deputies on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

612.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

612.3 RISK ASSESSMENT

612.3.1 RISK ASSESSMENT FORM PREPARATION
Deputies assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the deputy should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the deputy should also submit information to these resources.

The deputy should gather available information that includes, but is not limited to:

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
(b) Maps of the location.
(c) Diagrams of any property and the interior of any buildings that are involved.
(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to deputies and others (e.g., making an off-site arrest or detention of the subject of investigation).

612.3.2 RISK ASSESSMENT REVIEW
Deputies will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor.

Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

612.3.3 HIGH-RISK OPERATIONS
The supervisor will follow the consultation recommendations from the Risk Analysis form and should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. SWAT
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
7. Additional surveillance
8. Canines
9. Evidence Control Unit or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate office members or other agencies as warranted to begin preparation.
Operations Planning and Deconfliction

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

612.4 DECONFLICTION
Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The deputy who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The deputy should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

612.5 OPERATIONS PLAN
The supervisor should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:
   1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
   2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
   3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
   4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
Operations Planning and Deconfliction

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.
   1. The volume or complexity of the information may indicate that the plan includes
      a synopsis of the information contained on the risk assessment form to ensure
      clarity and highlighting of critical information.

(d) Participants and their roles.
   1. An adequate number of uniformed deputies should be included in the operation
      team to provide reasonable notice of a legitimate law enforcement operation.
   2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and
    locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the
    location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who
    might be at the location in accordance with the Child Abuse, Adult Abuse, Child and
    Dependent Adult Safety and Animal Control Procedures policies.

(k) Communications plan

(l) Responsibilities for writing, collecting, reviewing and approving reports.

612.5.1 OPERATIONS PLAN RETENTION
Since the operations plan contains intelligence information and descriptions of law enforcement
in strategy, it shall not be filed with the report. The operations plan shall be stored separately and
retained in accordance with the established records retention schedule.

612.6 OPERATIONS BRIEFING
A briefing should be held prior to the commencement of any high-risk operation to allow
all participants to understand the operation, see and identify each other, identify roles and
responsibilities and ask questions or seek clarification as needed. Anyone who is not present at
the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to
    enhance the participants’ understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant,
    if applicable. Participating personnel should read the search warrant. Any items to be
    seized should be identified at the briefing.

(c) The supervisor shall ensure that all participants are visually identifiable as law
    enforcement officers.
Operations Planning and Deconfliction

1. Exceptions may be made by the supervisor for deputies who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the supervisor to ensure that the Communications Center is notified of the time and location of the operation, deputies

2. If the radio channel needs to be monitored by the Communications Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable,

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

612.7 SWAT PARTICIPATION
If the SWAT Commander or his/her designee determines that SWAT Team participation is appropriate, the supervisors shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the deputies present.

612.8 MEDIA ACCESS
No advance information regarding planned operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

612.9 OPERATIONS DEBRIEFING
High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible.

612.10 TRAINING
The Training Sergeant should ensure deputies and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.
Chapter 7 - Equipment
Office Owned and Personal Property

700.1 PURPOSE AND SCOPE
Office employees are expected to properly care for office property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or office property while performing their assigned duty. Certain procedures are required depending on the loss and ownership of the item.

700.2 CARE OF OFFICE PROPERTY
Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of office property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of office property may lead to discipline.

(a) Employees shall promptly report through their chain of command, any loss, damage to, or unserviceable condition of any office issued property or equipment assigned for their use.

(b) The use of damaged or unserviceable office property should be discontinued as soon as practical and replaced with comparable office property as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or required by exigent circumstances, office property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Office property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) In the event that any office property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

700.3 FILING CLAIMS FOR PERSONAL PROPERTY
Claims for reimbursement for damage or loss of personal property must be made on the proper form. This form is submitted to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor shall direct a memo through the appropriate chain of command when deemed necessary. The supervisor's report shall address whether reasonable care was taken to prevent the loss or damage.

The Office will replace or repair damaged items consistent with the employees current collective bargaining agreement.

700.3.1 REPORTING REQUIREMENT
A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.
Office Owned and Personal Property

A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER
Deputies and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement functions, regardless of jurisdiction, shall report it as provided below.

(a) A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the employee goes off duty or within the time frame directed by the supervisor to whom the verbal report is made.

700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY
If employees of another jurisdiction cause damage to real or personal property belonging to the County, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as soon as circumstances permit. The employee shall submit a written report before going off duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the appropriate Bureau Chief.
Personal Communication Devices

702.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Office or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs) wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, social media, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

702.2 POLICY
The Snohomish County Sheriff's Office allows members to utilize office-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Office, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member’s PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

702.2.1 USE OF PERSONAL COMMUNICATION DEVICES
PCDs should be used by deputies to effectively communicate with other personnel in those situations where the use of the radio is either impractical or not feasible. PCDs however, should not be used to replace regular radio communications.

PCDs may not be used to conduct personal business while on duty except when brief personal calls may be warranted by the circumstances (e.g. inform family of extended hours). While employee's may use individually owned PCDs for personal business during authorized breaks, such usage should be limited as much as practical to areas where the call will not be seen or heard by members of the public.

While the use of office issued PCDs is limited to official business only, it is recognized that circumstances may occasionally warrant brief personal communications on such devices (e.g. inform family of extended hours). Extended or frequent use of office issued PCDs or personally owned PCDs while on duty for personal use may be subject to discipline and employees may be responsible for reimbursing the Office for any charges incurred as a result of personal use.
702.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

702.4 OFFICE ISSUED PCD
Depending on a member’s assignment and the needs of the position, the Office may, at its discretion, issue or fund a PCD for the member’s use to facilitate on-duty performance. Office-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Sheriff or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Office and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

702.5 PERSONALLY OWNED PCD
Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) The Office accepts no responsibility for loss of or damage to a personally owned PCD.
(b) The PCD and any associated services shall be purchased, used and maintained solely at the member’s expense.
(c) The device should not be used for work-related purposes except in exigent circumstances. Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace for work and have no expectation of privacy with regard to any office business-related communication.
(d) Members may use PCD on-duty for routine administrative work as authorized by the Sheriff.
(e) The device shall not be utilized to record or disclose any business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment with the office.
(f) Use of a personally owned PCD for work-related business constitutes consent for the Office to access the PCD to inspect and copy data to meet the needs of the Office, which may include litigation, public records retention and release obligations and internal investigations.
(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member’s personally owned PCD should be transferred to the Snohomish County Sheriff’s Office and deleted from the member’s PCD as soon as reasonably practicable but no later than the end of the member’s shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the
member has prior express authorization from his/her supervisor, the member may engage in office business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty office-related business activities in any manner shall promptly provide the Office with a copy of such records to ensure accurate record keeping.

**702.6 USE OF PCD**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct office business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(c) Members may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid or in lieu of regular radio communications.

(d) Members are prohibited from taking pictures, making audio or video recordings or making copies of any such picture or recording media unless it is directly related to official office business. Disclosure of any such information to any third party through any means, without the express authorization of the Sheriff or the authorized designee, may result in discipline.

**702.7 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and take prompt corrective action if a member is observed or reported to be improperly using a PCD.

(a) An investigation into improper conduct should be promptly initiated when circumstances warrant.

(b) Before conducting any administrative search of a member’s device, supervisors should consult with the Sheriff or the authorized designee.
702.8 USE WHILE DRIVING
The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are equipped with lights and siren should limit the use of a PCD while driving unless the device is specifically designed and configured to allow hands-free use (RCW 46.61.667; RCW 46.61.668). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

702.9 OFFICIAL USE
Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other office communications network.

702.10 DIGITAL MEDIA DATA TRANSFER
Most Personal Communication Devices (Smart Phones) have the ability to capture still images, video, and audio recordings. If digital media is recorded or stored on an office issued device precautions shall be taken to prevent the accidental release of digital media from the device. E-mail will not be used to transfer images, video recordings or audio recordings from the device. After transferring data from the device to the proper media medium for storage, members shall delete all evidentiary data from the device. Members will also check the deleted folder contained in the device and clear all digital media from the deleted folder.

702.10.1 MESSAGING
Office issued smart phones have the ability to send Multimedia Messages (MMS) and Short Messages (SMS). When messages (text) are sent or received on the phone they should be related to official office business. Messages will be deleted from office issued phones when the messages are no longer pertinent to office business. Any messages containing evidence will be transferred to the proper media and booked as evidence prior to deleting.
Vehicle Maintenance

704.1 PURPOSE AND SCOPE
Employees are responsible for assisting in maintaining Office vehicles so that they are properly equipped, properly maintained, properly fueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES
When an office vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

704.2.1 DAMAGE OR POOR PERFORMANCE
Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

704.2.2 REMOVAL OF WEAPONS
All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

704.2.3 SEVERE USE
Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

704.3 VEHICLE EQUIPMENT
Certain items shall be maintained in all office vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES
Deputies shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

(a) Mobile Data Computer
(b) Radio
(c) Emergency Road Flares
(d) Blanket
(e) Roll of barricade tape
(f) First Aid kit
(g) Fingerprint kit
704.3.2 UNMARKED VEHICLES
An employee driving unmarked office vehicles shall ensure that the following equipment is present in the vehicle:

(a) Radio
(b) Emergency Road Flares
(c) Roll of barricade tape
(d) First Aid kit
(e) Fire extinguisher
(f) Personal Protective Equipment

704.4 VEHICLE FUELING
Absent emergency conditions or supervisor approval, employees going out of service shall not leave a vehicle with less than one half (1/2) tank of fuel. At no time should patrol vehicles have less than one quarter (1/4) tank of fuel. Vehicles should only be fueled at an authorized locations.

704.5 WASHING OF VEHICLES
All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle.

704.6 CIVILIAN EMPLOYEE USE
Only trained and authorized Office personnel are permitted to operate a county vehicle. Civilian Non Sworn employees shall not operate emergency lights or siren unless expressly authorized by a supervisor.
Vehicle Use

706.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Snohomish to provide assigned take-home vehicles.

706.1.1 VEHICLES: PERSONAL USE
Private use of Office vehicles is prohibited. Office vehicles shall not be used for transportation to, or use at, any off duty job, without the prior approval of the Sheriff or their designee. Exceptions: Employees assigned a vehicle and assigned to be "on call" may, with the permission of their Bureau Chief, be exempt from the above policy.

706.2 POLICY
The Snohomish County Sheriff's Office provides vehicles for office related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

706.3 USE OF VEHICLES
706.3.1 INSPECTIONS
Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents, excluding personal items such as electronic devices, purses, bags and/or lunch boxes.

706.3.2 SECURITY AND UNATTENDED VEHICLES
Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety). Deputies who exit a vehicle rapidly in an emergency situation or to engage
in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Idling is damaging to vehicles and to the environment. Eliminating unnecessary idling reduces air pollution and contributes to a cleaner atmosphere. It also extends engine life and conserves fuel, both of which reduce operating costs. All of these factors are in keeping with Sheriff’s Office philosophies.

Office operated vehicles will not be left idling when the vehicle is not occupied. Exceptions would be extended operation of emergency lighting/equipment or environmental extremes that would affect the operator’s ability to respond to emergencies.

Members shall ensure all weapons are secured while the vehicle is unattended.

706.3.3 MOBILE DATA COMPUTER
Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Communications Center. Use of the MDC is governed by the MDC Use Policy.

706.3.4 VEHICLE LOCATION SYSTEM
Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Bureau Chief approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

706.3.5 KEYS
Members approved to operate marked patrol vehicles shall be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

706.3.6 AUTHORIZED PASSENGERS
Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.
Vehicle Use

706.3.7 ALCOHOL
Employees under the influence of alcohol shall not operate a county vehicle.

706.3.8 PARKING
Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

706.3.9 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager.

706.3.10 CIVILIAN MEMBER USE
Only trained and authorized Office personnel are permitted to operate a county vehicle. Civilian Non Sworn employees shall not operate emergency lights or siren unless expressly authorized by a supervisor.

706.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

706.4.1 KEYS
All uniformed field personnel approved to operate marked patrol vehicles shall be issued their own vehicle key. The loss of any assigned key shall be promptly reported in writing through the employee's chain of command.

706.4.2 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

706.4.3 ASSIGNED VEHICLES
Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the County of Snohomish is a prime consideration for assignment of a take-home vehicle. Members who reside outside the County of Snohomish may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.
Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member’s tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Sheriff or a Bureau Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member’s residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:
   1. In circumstances when a member has been placed on call by the Sheriff or Bureau Commanders and there is a high probability that the member will be called back to duty.
   2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
   3. When the member has received permission from the Sheriff or Bureau Commanders.
   4. When the vehicle is being used by the Sheriff, Bureau Commanders or members who are in on-call administrative positions.
   5. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.
   1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
   2. All weapons shall be secured while the vehicle is unattended.
   3. All office identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member’s residence whenever possible. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home) or trunk of the vehicle.

(h) Vehicles are to be secured at the member’s residence or the appropriate office facility, at the discretion of the Office when a member will be away (e.g., on vacation) for periods exceeding one week.
Vehicle Use

1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.
   (i) The member is responsible for following the maintenance schedule of the vehicle.

706.4.4 ENFORCEMENT ACTIONS
When driving a take-home vehicle to and from work outside of the jurisdiction of the Snohomish County Sheriff's Office or while off-duty, a deputy may initiate enforcement actions.

Deputies driving take-home vehicles shall be armed, appropriately attired and carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

706.4.5 MAINTENANCE
Members are responsible for the cleanliness (exterior and interior) and following the maintenance schedule of their assigned vehicles. Cleaning supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
(b) It is the member’s responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.
(d) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair.
(e) All weapons shall be removed from any vehicle left for maintenance.
(f) Supervisors should make periodic inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

706.5 DAMAGE, ABUSE AND MISUSE
When any office vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor and a traffic collision report completed.

Damage to any office vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in a report and forwarded via the chain of command. An administrative investigation may be initiated to determine if there has been any vehicle abuse or misuse.
706.5.1 ACCESSORIES AND/OR MODIFICATIONS
No modifications, additions or deletions of any equipment or accessories shall be made to the vehicle without written permission from the for the assigned vehicle program manager.

706.6 EXPRESS TOLL LANES
Emergency vehicles will incur toll fees the same as any other vehicle while using the Express Toll Lanes on Interstate 405 between North East 6th Street in Bellevue and Interstate 5. To avoid toll fees the following policy shall be adhered to by all members of the Snohomish County Sheriff’s Office.

Sheriff’s Office vehicles may use the Express Toll Lanes when the High Occupancy Vehicle (HOV) requirement has been met and the vehicle has a Flex Pass. The Flex Pass must be set to HOV mode.

The following are the HOV requirements:

- **Weekday peak hours**: 3+ people in the vehicle
  - 5-9 a.m. and 3-7 p.m. Monday-Friday

- **Weekday off-peak hours**: 2+ people in the vehicle
  - 9 a.m.-3 p.m. Monday-Friday

To temporarily obtain a Flex Pass (i.e. to attend training, meeting) the office member must submit a request to the Training Sergeant. The Flex Pass must be returned to the Training Sergeant once the reason for obtaining the Flex Pass has been completed. The Flex Pass can only be used for Office related business. The Flex Pass will not be used in Toll mode without the prior approval of a Supervisor.

The Express Toll Lanes are open to all vehicles between the hours of 1900 and 0500 and on weekends and holidays.

706.6.1 EXEMPTION
Authorized emergency vehicles responding to an emergency call (Policy 316.3.1) are exempt from paying tolls on the I-405 Express Toll Lanes.

If an office member elects to utilize the Express Toll Lanes for an emergency response, the form “Justification for the Use of Interstate 405 Express Toll Lane” shall be completed by the member using the toll lane. All fields of the form shall be filled in. The completed form shall be directed to the Vehicle Fleet Lieutenant.

A supervisor may grant permission for an office member to utilize the Express Toll Lanes if the supervisor believes it is justified. The Justification for the Use of Interstate 405 Express Toll Lane form shall be completed explaining the reason for the use of the toll lane. The completed form shall be forwarded to the Vehicle Fleet Lieutenant.
**Vehicle Use**

The Vehicle Fleet Lieutenant shall use the Justification form to prove the toll lane was used by an emergency vehicle responding to an emergency call and apply for the toll exemption (WAC 468-270-110).

The form is located at S:\Templates and Forms\General\TollLaneJustification.

**706.6.2 INCURRED CHARGES**
The use of an Office issued Flex Pass for commuting to and from the members work area is prohibited. Office members operating county vehicles and using the I-405 Toll Lanes that are not eligible for the exemption are responsible for all incurred costs related to the toll lanes and will subject the office member to discipline.

**706.7 ATTIRE AND APPEARANCE**
When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.
Cash Handling, Security and Management

707.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure office members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence and Informants policies.

707.2 POLICY
It is the policy of the Snohomish County Sheriff's Office to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of office operations and ensure the public trust.

707.3 PETTY CASH FUNDS
Petty cash funds may be established for the purpose of making purchases of less than $50.00 that are deemed necessary by the Precinct/Division Commander, or for making change.

The Sheriff shall designate a person as the fund manager responsible for maintaining and managing the petty cash fund.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

Cash will be kept in a secured location, e.g., locked desk or safe. The fund manager and office head or designee should be the only persons with access to the fund.

707.4 PETTY CASH TRANSACTIONS
The fund manager shall document all transactions by original receipt and a detail reconciliation form.

Each person participating in the transaction shall sign or otherwise validate the receipt or reconciliation form, attesting to the accuracy of the entry. All expenditures will be accounted for with an original purchase receipt which will be kept with the fund.

The fund will be reimbursed by warrant after the expenditure receipts have been submitted to the Fiscal Division along with a signed reconciliation form. The receipts are to be submitted no less often than biannually or when the cash balance reaches $50.00. The County Finance Department will issue the reimbursement warrant in the name of the fund manager to replenish the fund.

Expenditures not allowed are as follows: Meals (unless investigation requires purchase of such meals), and regular office supplies.
707.5 PETTY CASH AUDITS
The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Sheriff, review the reconciliation form and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the reconciliation form attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Sheriff.

Transference of fund management to another member shall require a petty cash custodian change form and a separate petty cash audit coordinated with the Finance Manager.

Each petty cash fund will be reconciled annually at the close of the Fiscal Year by the Finance Division and the custodian, with a certification form being transmitted to the County Finance Department for financial statement preparation.

707.6 ROUTINE CASH HANDLING
Those who handle cash as part of their property or Directed Patrol supervisor duties shall discharge those duties in accordance with the Property and Evidence and Informants policies.

Members who routinely accept payment for office services shall discharge those duties in accordance with the procedures established for those tasks.

707.7 OTHER CASH HANDLING
Members of the Office who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.
Chapter 8 - Support Services
Property and Evidence

804.1 PURPOSE AND SCOPE
This policy provides for the proper collection, storage, security and disposal of evidence and other property. Additionally, this policy provides for the protection of the chain of custody and those persons authorized to remove and/or destroy property.

804.2 DEFINITIONS

Property - Includes all items of evidence, items taken for safekeeping and found property.

Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case.

Safekeeping - Includes the following types of property:

(a) Property obtained by the Office for safekeeping such as a firearm.
(b) Personal property of an arrestee not taken as evidence, and not able to be stored at the jail due to size or safety issues.
   1. Items such as wallets, identification, money and documents should be stored at the jail whenever possible.
(c) Property taken for safekeeping under authority of a law.

Form – As used in this section, a form is a printed evidence receipt or evidence report, or an entry into a computer database or module utilized to document the entry, processing, location, movement, and disposition of evidence and/or property booked into the Sheriff’s Office Evidence Control Unit.

Tag or tagged – As used in this section, to tag an item means to affix information to the item which identifies it as a unique item, identifies the person collecting the item, the date it was collected, the case to which it is related, and information to track the item such as a barcode. This may be accomplished by attaching a label or tag, or writing directly on the packaging or item.

Deputy – As used in this section deputy may refer to any commissioned employee of the Sheriff’s Office or commissioned law enforcement officer assigned to units or agencies which utilize the Sheriff’s Office Evidence Control Unit. Any person authorized to utilize the Sheriff’s Office Evidence Control Unit shall also abide by this policy.

Booking – As used in this section is the process of deputies completing appropriate forms and placing property in a location for Evidence Control Unit personnel to pick up and move into the evidence unit.

Intake – As used in this section is an evidence control officer taking possession of property and processing it into the evidence control system, or any part of that process.

Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.
804.3 PROPERTY HANDLING
Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Where ever provided, the temporary location shall be secured by a lock or secure closure of the door to the location. Care shall be taken to maintain the chain of custody for all property.

Turning property over to an evidence control officer directly is an acceptable alternative to booking items into a temporary property locker.

Where ownership can be established as to found property, such property may be released to the owner or authorized person without the need for booking. A Field Release form must be completed to document the release of property not booked and the owner or authorized person shall sign the form acknowledging receipt of the item(s).

804.3.1 PROPERTY BOOKING PROCEDURE
All property must be booked prior to the employee going off-duty. Employees booking property shall observe the following guidelines:

(a) Complete the property form describing each item of property separately, listing all serial numbers, owner’s name, finder’s name, and other identifying information or markings.

(b) Mark each item of evidence with the booking employee’s initials and the date it was taken into custody or the package was sealed using an appropriate method so as not to deface or damage the value of the property.

(c) Complete an evidence/property tag and attach it to each package, envelope, or item.

(d) The original property form shall be submitted with property in a secure locker or a secure storage area.

(e) When the property is too large to be placed in a locker, the item may be placed in a secure location at a precinct or contract police department. If a paper Evidence Report or receipt is completed it will be securely attached to the property or placed in a temporary evidence locker at the location.

(f) If a deputy determines, due to evidentiary or monetary value, that a temporary storage location does not provide adequate security, an Evidence Control Officer may be called out to either pick up the property or meet the deputy at the Evidence Control Unit to book the property directly into the Evidence Control Unit.

804.3.2 NARCOTICS AND DANGEROUS DRUGS
All narcotics and dangerous drugs shall be booked as separate items and shall not be packaged with other items.
The deputy seizing the narcotics and dangerous drugs shall package and place them in a
designated temporary evidence locker or turn the drugs directly over to an evidence control officer.

804.3.3 EXPLOSIVES
Deputies who encounter a suspected explosive device shall promptly notify their immediate
supervisor or the Watch Commander. The Bomb Squad will be called to handle explosive-related
incidents and will be responsible for the handling, storage, sampling and disposal of all suspected
explosives.

Explosives will not be retained in the Sheriff's Evidence Control Unit facility.

804.3.4 EXCEPTIONAL HANDLING
Certain property items require a separate process. The following items shall be processed in the
described manner:

(a) Items which contain bodily fluids such as blood or semen stains shall be air dried prior
to booking and shall be placed in a breathable container.

(b) Wet items shall be dried before booking and shall not be placed in plastic packaging.

(c) Small amounts of perishable items, such as lunches, fruits and drinks, shall not be
booked into evidence unless there is evidentiary value to the item.

(d) All cash shall be counted in the presence of a witness and the envelope initialed by
the booking deputy and the witness. The supervisor shall be advised or contacted for
cash in excess of $5,000.

Federal, state, county and city property, unless connected to a known criminal case, should be
released directly to the appropriate agency or entity. No formal booking is required. In cases
where no responsible person can be located, the property should be booked for safekeeping in
the normal manner.

804.3.5 PROPERTY SUBJECT TO FORFEITURE
Whenever property seized by the office is subject to forfeiture, specific notification procedures
must be followed. It shall be the responsibility of the assigned deputy or detective to ensure that
the following notifications are completed.

The owner of the property shall be notified of the seizure and intended forfeiture of the seized
property within 15 days following the seizure. Notification includes any person having any known
right or legal interest in the seized property, including any community property interest. The notice
of the seizure may be made by any method authorized by law (RCW 10.105.010).

The notification will include the legal reason for the seizure and information regarding how to
appeal the pending forfeiture.

Notification procedures for property seized under Asset Forfeiture (RCW 69.50.505) are detailed
in the Asset Forfeiture Policy.
804.3.6 STORAGE OF SURRENDERED FIREARMS
Deputies shall accept and store a firearm from any individual who has been ordered by a court under RCW 9.41.800 to surrender the firearm. The deputy receiving the firearm shall:

(a) Record the individual's name, address and telephone number.
(b) Record the firearm serial number.
(c) Record the date that the firearm was accepted for storage.
(d) Complete a Sheriff's Office field release receipt and a receipt for Surrender of Weapons issued by the court to the owner. A copy of the field release will be provided to the individual who surrendered the firearm. A copy of the Receipt for Surrendered Weapons will be attached to the weapons and the original returned to the individual.

The Evidence Control Unit shall store firearms accepted pursuant to this policy.

804.4 PACKAGING OF PROPERTY
When booking evidence into the Evidence Control Unit the deputy shall make every effort to package the item(s) in a manner that will preserve the evidentiary value, chain of custody and integrity of the item. All property booked shall, as much possible, be packaged to maintain the material and private subjective value of the property.

A property tag shall be securely attached to the outside of all packages or directly on the items no packaged.

804.4.1 PACKAGING AND IDENTIFICATION GUIDELINES
Evidence and property shall be packaged and identified consistent with the Washington State Patrol Crime Lab Guidelines and additional procedures outline in this manual section.

a. Reference binders containing the Washington State Patrol Crime Laboratory guidelines as well as applicable Snohomish County Sheriff's Office procedures will be maintained at locations designated for the packaging/processing of evidence.

b. Supplies provided by the Evidence Control Unit will be restocked at the request of the precinct staff.

804.4.2 PACKAGING NARCOTICS
The deputy seizing narcotics and dangerous drugs shall retain such property in his/her possession until it is properly weighed, packaged, tagged, and placed in a designated temporary evidence locker. Prior to packaging and if the quantity allows, a presumptive test may be made on suspected narcotics. If conducted, the results of this test shall be included in the deputy's report and the evidence form.

Narcotics and dangerous drugs shall be packaged in an appropriate container and the deputy shall seal, initial and date the package.

a. Narcotics and dangerous drugs shall not be packaged in the same package with other property.
b. Potential Fentanyl, tar heroin or other drugs which pose a potential hazard of touch or airborne contamination or seeping through paper, shall be placed in two layers of plastic bags prior to being package inside an envelope or other carrier container.

c. The exterior of the container will be clearly marked with the potential hazard.

d. The deputy seizing the narcotics and/or drugs shall package and place them in a designated temporary evidence locker or turn the drugs directly over to an evidence control officer.

The Evidence Control Office assigned to booking shall ensure any packages containing suspected drugs are weighed prior storage, and ensure that weight is recorded in the evidence tracking system prior to storage or transfer. Anytime suspected drugs are transferred the package will be re-weighed and the weight recorded.

804.4.3 MEDICAL NEEDLES
Except in extremely rare circumstances, needles shall not be booked into evidence. See Policy 804.10.2

804.4.4 FIREARMS
Firearms being booked into the evidence unit shall be made safe by removing any ammunition and securing the weapon so that the firing pin cannot be struck or move forward.

If a firearm cannot be made safe as noted above, the deputy must notify his/her supervisor before booking the firearm. Any firearm or package containing a firearm which is not made safe shall be boldly marked on all sides indicating the firearm was not made safe. The Evidence Control Unit shall be notified by phone or e-mail that the weapon is being booked and is not safe.

The Evidence Control Unit may request assistance from other sources, such as the WSP Crime Lab Firearms Unit or the SCSO Range Master, to render the firearm safe.

804.5 RECORDING OF PROPERTY
Evidence Control Unit officers shall record receiving custody of the evidence/property and where the evidence/property will be stored. This will be recorded on the property form, per the Evidence Unit SOP.

An item number shall be obtained for each item or group of items. This number shall be recorded on the property and the property form.

Any changes in the location of property held by the Snohomish County Sheriff’s Office shall be recorded on the property form.

804.6 PROPERTY CONTROL
Each time the evidence control officer receives property or releases property to another person, he/she shall record this information. Deputies needing property for court shall contact the Evidence Control Unit at least two business days prior to the court day.
804.6.1 RESPONSIBILITY OF OTHER PERSONNEL
Every time property is released or received, an appropriate entry on the evidence form shall be completed to maintain the chain of custody.

Request for analysis of evidence shall be completed on the appropriate forms and submitted to the evidence control officer. This request may be filled out at the time of booking or any time after booking of the property or evidence.

804.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY
The transporting employee will check the evidence out of property, recording the date and time on the appropriate paperwork and in the computer database.

The evidence control officer releasing the evidence must complete the required information on the property form. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the deputy will record the delivery time on the lab form, and the person to whom it was delivered. The original copy of the lab form will remain with the evidence and a copy will be returned for entry into the evidence records.

Sexual Assault Kits and associated Requests for Laboratory Examination shall be handled according to RCW 70.125, and Washington State Patrol Crime Laboratory and Sheriff’s Office protocols.

804.6.3 STATUS OF PROPERTY
Each person receiving property will make the appropriate entry to document the chain of custody. Temporary release of property to deputies for investigative purposes, or for court, shall be noted on the property form, stating the date, time and to whom released.

The evidence control officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to the evidence unit or properly released to another authorized person or entity.

The return of the property should be recorded on the property form, indicating date, time, and the person who returned the property.

804.6.4 AUTHORITY TO RELEASE PROPERTY
For cases investigated by the Major Crimes Unit, Special Investigations Unit, Collision Investigations Unit, Drug Task Force and Auto Theft Task Force, authorization for release or disposal of property will be obtained from the investigating detective or supervisor of the unit. Evidence control unit personnel shall ensure any property released is no longer needed as evidence, and all retention periods mandated by law have been met prior to the release or disposal of the property.

804.6.5 RELEASE OF PROPERTY
The Snohomish County Sheriff's Office shall make every effort to return personal property that is in the possession of this office when such property is no longer needed as evidence and is lawful
for the owner to possess. In such cases, the evidence control officer shall make a reasonable attempt to identify the lawful owner and provide written notice.

If the property remains unclaimed beyond sixty days after the initial written notice to the property owner, the property may be disposed of as prescribed in RCW Title 63.

The evidence control officer shall release the property upon proper identification being presented by the owner or their designee for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the form. Upon release, the proper entry shall be documented.

804.6.6 DISPUTED CLAIMS TO PROPERTY
Occasionally more than one party may claim an interest in property being held by the Office, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or other undisputed right to the involved property.

Parties will be advised to notify the evidence control unit of any pending case. Failure of any party to notify the evidence control unit of pending litigation will result in the property being disposed of as prescribed in RCW Title 63.

All parties should be advised that their claims are civil and in extreme situations, legal counsel for the Office may wish to file an interpleader to resolve the disputed claim.

804.6.7 PROPERTY DEPICTING A MINOR ENGAGED IN SEXUALLY EXPLICIT CONDUCT
No property or material that depicts a minor engaged in sexually explicit conduct shall be copied, photographed or duplicated, except for investigative or court purposes. Such material shall remain under the control of this office or the court and shall be made reasonably available for the parties authorized to view the material. Any request for inspecting such material shall be referred to the appropriate supervisor.

804.7 DISPOSITION OF UNCLAIMED PROPERTY
All personal property, other than vehicles governed by Chapter 46.52 RCW, not held for evidence in a pending criminal investigation or proceeding, and where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal (RCW 63.32.010; RCW 63.40.010).

804.7.1 BIOLOGICAL EVIDENCE
Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigation Bureau Commander.

Biological evidence from an unsolved felony person crime shall not be disposed of without the authorization of the supervisor of the applicable investigation unit or his/her designee.

804.7.2 RETURN OF FIREARMS
Prior to the return of a privately owned firearm, the evidence control officer shall ensure confirmation of the following: (RCW9.41 and USC Chapter 18):
(a) The individual to whom the firearm is to be returned is the individual from whom the firearm was obtained, an authorized representative of the individual or other person identified by a court order.

(b) The individual is eligible to possess a firearm pursuant to Washington State and Federal Law.

(c) The firearm is not required to be held in custody or is prohibited from release.

(d) Twenty-four hours has elapsed from the time the firearm was obtained by law enforcement.

(e) Notification is made to those family or household members who have requested notification pursuant to established Office protocol.

1. Firearms shall be held in custody for 72 hours from the time notification is provided.

Upon confirmation that the individual is eligible to possess a firearm and any applicable notifications are complete, the firearm shall be released to the individual or authorized representative upon request without unnecessary delay.

If a firearm cannot be returned because it is required to be held in custody or is otherwise prohibited from release, written notice shall be provided to the individual within five business days of the date the individual requested return of the firearm. The written notice shall include the reason the firearm must remain in custody.

804.8 INSPECTIONS OF THE EVIDENCE ROOM

(a) On a monthly basis, the supervisor of the evidence custodian shall make an inspection of the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

(b) An annual audit of the evidence control unit will be conducted by the Office of Professional Accountability, and a Sheriff's Office employee from each agency to which the Sheriff's Office contracts for law enforcement services. These audits should be unannounced.

1. The annual audits shall be conducted by a person not routinely or directly connected with evidence control.

2. The audits will be random sample audits.

(c) A complete inventory shall be made of the cold, drug, gun, and money/valuable rooms, and a random sample inventory shall be made of the remainder of the evidence unit, whenever there is a change of the supervisor/manager of the Evidence Control Unit.

   The supervisor/manager is the sergeant, or equivalent civil rank, assigned to directly supervise the unit. These inventories will be made to ensure that records are correct and to maintain the integrity of the evidence unit.

(d) A complete inventory shall be made of the cold, drug, gun, and money/valuable rooms, and a random sample inventory shall be made of the remainder of the evidence unit,
whenever there is a change of Sheriff. These inventories will be made to ensure that records are correct and to maintain the integrity of the evidence unit.

804.8.1 EVIDENCE ROOM SECURITY
Access to the Snohomish County Sheriff's Office Evidence Unit is restricted to authorized evidence personnel only. It shall be the responsibility of the evidence control unit staff to control all access to the Evidence Room.

The evidence control unit staff shall maintain a log of all persons entering the secured area of the Evidence Unit Personnel, other than those assigned to the Evidence Unit who have legitimate business in the secured area will be required to record their name, the date, time and purpose for entry, and shall be escorted by evidence staff while in secure areas.

804.9 EVIDENCE FACILITIES SECURITY AND PROTECTION
It is the responsibility of the Snohomish County Sheriff’s Office Evidence Control Unit to ensure the evidentiary value and integrity of evidence in its custody and also maintain the security, value and condition of evidence and property in its custody. To ensure that responsibility is met, the following measures will be maintained.

804.9.1 EVIDENCE FACILITIES SECURITY AND PROTECTION
A. Access to the Snohomish County Sheriff’s Office Evidence Facilities shall be restricted as follows:

1. Warehouse, bunker and office areas are restricted to evidence personnel only.
   (a) Non-evidence personnel may access these areas, only if escorted by evidence staff. Evidence personnel shall not allow any person in these areas unless the person is escorted and monitored.
   (b) The visitors’ name, the date, time of entry and exit and purpose shall be recorded in a visitors’ log.

2. The property booking area at the main facility is restricted to evidence personnel, deputies, and/or Snohomish County Medical Examiner’s Office personnel.
   (a) People not normally allowed access to the booking room may be allowed entry if accompanied by a person who is authorized to access the area.
   (b) Visitors shall be monitored at all times.

3. Cathcart Impound Lot is restricted to evidence personnel and deputies.
   (a) People not normally allowed access to the Cathcart impound lot may be allowed entry if accompanied by a person who is authorized to access the area.
   (b) Visitors shall be monitored at all times.
B. Access to areas controlled by the evidence unit shall be controlled and monitored by an electronic control access system which allows and records access by entry of PIN numbers or card swipes.

1. The evidence access system is a subsection of the county wide keyless access system.

2. Access to evidence facilities shall be granted by the Evidence Control Supervisor using the keyless system, with the exception of the Cathcart Impound Yard which will be granted by the Security Support Specialist.

3. A person’s ability to access any portion of the evidence facility maybe deleted by the Evidence Control Supervisor or the Security Support Specialist.

804.9.2 EVIDENCE UNIT ALARM SYSTEMS

A. For the main Evidence facility, the Sheriff’s Office shall maintain a perimeter alarm system for unauthorized entry and a fire alarm system, both of which will be monitored 24 hours a day 7 days a week.

B. The Sheriff’s Office shall also maintain a monitored alarm system for the freezer and cold rooms, monitored 24/7 to alert of temperatures which may damage items in those units.

C. If an alarm is activated, the monitoring entity will immediately notify SNOPAC which will dispatch the appropriate agency(ies).

D. SNOPAC shall also immediately notify the On-Call Evidence Control Officer (ECO) of the alarm. This notification can only be cancelled by Snohomish County Sheriff’s Office Evidence unit staff.

E. The evidence impound yard at Cathcart will also have a perimeter alarm monitored 24/7. If an alarm is activated, SNOPAC will be notified and SNOPAC will dispatch an area patrol unit. Notification of the On-Call ECO will be at the discretion of the patrol deputy, supervisor or an evidence staff member.

804.9.3 CLIMATE AND PEST CONTROL

A. The main evidence facility has temperature control equipment which is maintained by Snohomish County Facilities Management to avoid extreme temperatures.

B. A weather tight bunker is maintained in the parking area of the main evidence facility. This building is used to hold flammable or other items not appropriate for storage in the main warehouse. It has no climate control and items which may be affected by high or low temperatures shall not be stored in this building.

C. In addition to temperature control, the cold room has a dehumidifier to manage the moisture level in the unit.
D. Pest control for all Snohomish County Sheriff’s Office facilities will be handled by or coordinated through Snohomish County Facilities Management.

804.9.4 POWER OUTAGES
The main evidence facility has a generator backup system in case of a power outage. The generator automatically turns on if there is a loss of electrical power from the main grid. The generator supplies power to the security systems as well as other essential systems. The generator is maintained by Snohomish County Facilities Management.

804.10 BIOHAZARD EXPOSURE CONTROLS
Handling of property which poses a risk of containing bio hazardous material is unavoidable in an evidence unit. To limit potential exposure to a biohazard, this office and anyone utilizing the Sheriff’s Office Evidence Control Unit shall abide by the Snohomish County Risk Management Division Bloodborne Pathogens Exposure Control Plan and Policy 1015 of this manual.

Additionally anyone booking evidence into the Evidence Control Unit or working in the Evidence Control Unit shall abide by the following procedures.

804.10.1 POTENTIALLY CONTAMINATED EVIDENCE AND PROPERTY
1. Personal protective equipment (PPE) will be provided and accessible in the warehouse and deputy booking area of the Evidence Control Unit. PPE includes but is not necessarily limited to: disposable gloves, face masks, eye protection, disposable garments, puncture resistant gloves, antiseptic hand wipes, spill containment and cleaning supplies.

2. In addition to the supplies noted above, emergency eyewash stations and a shower are located in the warehouse area. Sinks with soap are located in the deputy booking area and the warehouse.

3. To ensure the safety of personnel handling property, any containers which commonly contain needles and syringes, such as backpacks, purses, clothing, etc., shall be inspected for needles and syringes. If found syringes and needles will be disposed.

4. Any property booked into the Evidence Control Unit which may potentially contain any amount of biological matter which may pose any hazard, shall:
   (a) If drying, have Kraft paper under the item and be clearly mark as a biohazard.
   (b) Be securely sealed in packaging which will prevent any transfer of such material.
   (c) All sides of the package shall be labeled with biohazard labels provided by the Evidence Unit.

804.10.2 SYRINGES AND NEEDLES
Syringes and needles will not be accepted into the Evidence Unit as evidence or property except under extreme circumstances in which the item may be crucial to a criminal investigation.
1. The policy of the Washington State Patrol laboratory is not to accept syringes and needles. If the contents of a syringe must be tested by the laboratory, the contents will must be decanted by the deputy and the decanted material forwarded to the lab. Evidence staff shall not decant syringes.

2. Any decanted material shall be securely packaged to prevent any leakage or damage to the container. The packaging shall be clearly labeled on all sides with biohazard warning labels and a description of the contents.

3. If the deputy believes booking a syringe or needle is crucial to an investigation, the deputy shall contact his/her supervisor, justify the necessity to book the item, and obtain explicit permission to book the item into the evidence unit. The receipt of permission to book the item into evidence must be documented in the report, noting the name of the supervisor granting permission.

4. Syringes and needles booked into evidence must be in an approved, hard plastic, syringe tube. Any external packaging shall be labeled with biohazard labels and clearly marked as containing a syringe on all sides of the package.

5. The deputy booking a syringe or needle, or a follow-up investigator, shall contact the WSP Lab to make arrangements for the testing of the needle, syringe or contents.

6. Deputies or investigators shall notify the evidence unit immediately when it is determined a syringe or needle is no longer needed for an investigation or prosecution and the deputy shall release it for disposal.

804.10.3 DISPOSAL OF A POTENTIALLY CONTAMINATED ITEMS

(a) Syringes and needles will be disposed of in “sharps containers” provided in the deputy booking area and warehouse.

(b) When items besides syringes and needles are to be disposed of and are potentially contaminated, they shall be placed in biohazard waste boxes lined with plastic and clearly labeled as “biohazard waste.” Biohazard waste boxes will be located in the warehouse and deputy booking areas.

(c) Biohazard waste receptacles will be permanently disposed of by a waste or refuse removal company capable of safely handling such items. At the time this procedure is written, the Sheriff’s Office Evidence Unit will utilize the Waste Management.
804.10.4   VENTILATION
The Sheriff's Office Evidence Control Unit is equipped with ventilation and exhaust systems to prevent exposure to noxious odors. The system, including filtration, is maintained by Snohomish County Facilities Management.
Records

**806.1 PURPOSE AND SCOPE**
The Records Manager shall maintain the Office Records Section Procedures Manual on a current basis to reflect the procedures being followed within the Records Section. Policies and procedures that apply to all employees of this office are contained in this chapter.

**806.1.1 NUMERICAL FILING SYSTEM**
Prior to October 27, 2015 Case reports are filed numerically within the Records Section by Records Section personnel.

After October 27, 2015 reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009. After New World System (NWS) Go-Live, October 27, 2015, the numbers will be automatically generated by NWS and will include the 4 digit year followed by a "-" then a specific five to eight digit number.

**806.1.2 UNIFORM CRIME REPORTING**
The Snohomish County Sheriff's Office participates in Uniform Crime Reporting Program (UCR) and/or the National Incident Based Reporting System (NIBRS). The Records Manager is responsible for ensuring that UCR/NIBRS reports are provided to WASPC on time, on a regular basis.

**806.2 FILE ACCESS AND SECURITY**
The current three years of reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Section accessible only to authorized Records Section personnel. Reports 3 years or older will be accessioned and archived to the Records Center. Archived reports may be obtained from the Records Center by Records Leads. After NWS Go-Live, October 27, 2015, records as noted above will be available electronically.

Snohomish County Sheriff’s Office employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with office policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

**806.2.1 REQUESTING ORIGINAL REPORTS**
Generally, original reports shall not be removed from the Records Section. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Records Manager. All original reports removed from the Records Section shall be recorded on an "OUT" card which shall constitute the only authorized manner by which an original report may be removed from the Records Section.
806.2.2 RECORDS CONCERNING JUVENILES

The Records Manager shall be responsible for ensuring that the following files, when involving juveniles, are distinguishable from adult files:

(a) Photos
(b) Fingerprints
(c) Booking information
(d) Any report in which a juvenile is named as a suspect in a crime.

Upon receiving notification from the Office of the Governor that a specific juvenile has received a full and unconditional pardon, the Records Manager shall ensure that all records pertaining to that juvenile are destroyed within 30 days (RCW 13.50.270).

806.3 REQUISITION OF SUPPLIES

All personnel who are in need of supplies shall complete a supply request form.

806.4 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and WACIC. There are specific requirements for agencies accessing the information in the group of computers systems in ACCESS.

806.4.1 ACCESS USE REQUIREMENTS

No member of the Snohomish County Sheriff's Office shall operate any of the ACCESS systems without first complying with the training requirements as they are listed in the ACCESS Manual. (Chapter 1, Section 5, Item D)

806.4.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Snohomish County Sheriff's Office complies with all of the following ACCESS requirements (ACCESS Manual, Chapter 4):

(a) Warrant Entry
(b) Receiving information from outside agencies
(c) Recording information
(d) Verifying information
(e) Cancelling information
(f) Providing 24 hour access to agency warrants
It is the responsibility of the Records Manager to ensure that all ACCESS computer and network security requirements are in place and operational (ACCESS Manual, Chapter 1, Section 2, Item A).

806.5 OFFICER SAFETY ADVISORIES

A Violent Person File (VPF) database is maintained by the National Crime Information Center (NCIC) and is intended to provide protection to police, corrections or other criminal justice officers. Individuals who represent a potential threat to deputies may be entered into the National Crime Information Center (NCIC) when they have previously exhibited assaultive or threatening behavior during contacts by law enforcement.

To qualify for entry, one or more of the following conditions must be met (ACCESS OPERATIONS MANUAL CHAPTER 30 – VIOLENT PERSONS):

(a) The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest or any such statute which involves violence against law enforcement.

(b) The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

(c) The offender has been convicted of a violent offense against a person where a firearm or weapon was used.

(d) A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his/her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Deputies who encounter a person who he/she believes is a threat to officer safety should submit a report detailing the circumstances of the contact and nature of the threat for entry as an Officer Safety Advisory.

All Officer Safety Advisories are subject to approval by a commissioned First Level Supervisor or Lieutenant, as available.

Once approved, the Records Section is responsible for making the appropriate entry into NCIC.

Whenever an Officer Safety Advisory is initiated by the Snohomish County Sheriff's Office, it is the responsibility of the Records Manager to ensure that a copy of the supporting documentation and the authorized statement signed by the commissioned supervisor are maintained with the case report. The "Hazard Report" should be the first page.
Restoration of Firearm Serial Numbers

808.1 PURPOSE AND SCOPE
The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item, or the items possible connection in a criminal investigation. Thus, property can possibly be returned to the rightful owners or investigations can be initiated. All personnel shall observe the following guidelines.

Any employee taking possession of a firearm with removed or obliterated serial numbers shall book the firearm into property following standard evidence procedures. The employee shall indicate on the property form that serial numbers have been removed or obliterated.

A deputy may request the firearm to be processed for recovery of the serial number by submitting a WSP Request For Laboratory Examination form. It is imperative the deputy request any other laboratory examinations in the initial request to prevent the destruction of other trace evidence such as fingerprints or DNA. Submissions and transfers of the items will be subject to WSP and SCSO protocol procedures.

Partial serial numbers may be submitted to E-trace for identification of the firearm. Assistance from the Bureau of Alcohol Tobacco Firearms and Explosives may be requested if necessary.

Based on WSP protocol, exemplar bullets and cartridges may be submitted to the WSP laboratory for possible identification of the firearm.
Records Maintenance and Release

810.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of office records. Protected information is separately covered in the Protected Information Policy.

810.2 POLICY
The Snohomish County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the Washington Public Records Act (RCW 42.56.001 et seq.).

810.3 PUBLIC RECORDS OFFICER (PUBLIC DISCLOSURE UNIT SUPERVISOR)
The Sheriff shall designate a Public Disclosure Unit Supervisor (RCW 42.56.580). The responsibilities of the Public Disclosure Unit Supervisor include, but are not limited to:

(a) Managing the records management system for the Office, including the retention, archiving, release and destruction of office public records.

(b) Establishing rules regarding the inspection and copying of office public records as reasonably necessary for the protection of such records.

1. Rules and procedures for public inspection and copying shall be prominently displayed and made available to the public for inspection and copying (RCW 42.56.040).

(c) Maintaining and making available for public inspection and copying an index of documents that provides identifying information of certain documents identified in RCW 42.56.070 that are maintained by the office.

(d) Maintaining and updating the office records retention schedule including:

1. Identifying the minimum length of time the office must keep records.
2. Identifying the office bureau responsible for the original record.

(e) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(f) Ensuring a current list containing every law that exempts or prohibits disclosure of specific information or records of the office is available to the public (RCW 42.56.070).

(g) Establishing rules regarding the processing of subpoenas for the production of records.

(h) Ensuring the availability of a current schedule of fees for public records as allowed by law is available (RCW 42.56.070; RCW 42.56.120; RCW 42.56.130).

(i) Ensuring that the business hours for record inspection or copying are posted on the office website and made known by other means designed to provide the public with notice (RCW 42.56.090).
(j) Ensuring that the contact information of the Public Disclosure Unit is visible to the public, including the office website and appropriate office publications (RCW 42.56.580).

810.4 PROCESSING REQUESTS FOR PUBLIC RECORDS
Any office member who receives a written or electronic request for records shall route the request to the Public Disclosure Unit.

810.4.1 REQUESTS FOR RECORDS
The processing of requests for records is subject to the following:

(a) The office is not required to create records that do not exist.

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions.

(c) Requests to inspect or copy records shall be responded to promptly. Within five business days of receiving the request, one of the following responses shall be made by either (RCW 42.56.520):

1. Providing the record or
2. Providing the Internet address and link of the county website to the specific records requested.

(a) If the requester notifies the office that access cannot be obtained through the Internet, then copies of the record shall be provided or the requester may view the records on an office computer or

3. Acknowledging the receipt of the request and providing a reasonable estimate of time the office will require to respond to the request. Additional time may be required to respond based upon:

(d) The need to clarify an unclear request.

(e) The need to locate and assemble the information requested.

(f) Notification to third persons or agencies affected by the request.

(g) Determination whether any of the information requested is exempt.

1. Denying the request.

(a) The denial shall be accompanied by a written statement that includes the specific exemption and a brief explanation of how the exemption applies to the withheld record (RCW 42.56.210).

(b) Requests that are denied are subject to judicial review and the burden of proof is on the Office to show that the records requested are exempt or prohibited in whole or part by statute (RCW 42.56.550).
810.5 RELEASE RESTRICTIONS
Examples of release restrictions include:

(a) Personal identifying information, including an individual’s photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any office record, including traffic collision reports, are restricted except as authorized by the office, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).

(b) Personnel records that contain personal information to the extent that disclosure would violate privacy rights (RCW 42.56.230; RCW 42.56.250).

(c) Specific intelligence and specific investigative records regarding the discipline of any profession where nondisclosure is essential for effective law enforcement or for the protection of any person’s right to privacy (RCW 42.56.240).

(d) Victim and witness information revealing the identity of persons who file complaints if disclosure would endanger the person’s life, physical safety or property (RCW 42.56.240).

(e) Child victim and witness identity information including name, address and photographs (RCW 7.69A.030).

(f) Concealed pistol license applications or information on the applications unless release is to law enforcement or corrections agencies under RCW 9.41.070.

(g) Information revealing the identity of child victims of sexual assault who are under age 18. Identifying information means the child victim’s name, address, location, photograph, and in cases in which the child victim is a relative or stepchild of the alleged perpetrator, identification of the relationship between the child and the alleged perpetrator (RCW 10.97.130; RCW 42.56.240).

(h) Personal identifying information collected relating to local security alarm system programs and vacation crime watch programs (RCW 42.56.240).

(i) Certain criminal history record information as restricted by the Criminal Records Privacy Act (RCW 10.97.040 et seq.).

(j) Traffic collision reports except for what is authorized by RCW 46.52.080 and RCW 46.52.083.

(k) Preliminary drafts, notes, recommendations or intra-agency memorandums in which opinions are expressed or policies formulated or recommended (RCW 42.56.280).

(l) Records that are relevant to a controversy (threatened, actual or completed litigation) to which the Office is a party but which records would not be available to another party under the rules of pretrial discovery for causes pending in the superior courts (RCW 42.56.290).

(m) Security records including, but not limited to, records relating to preparing and responding to criminal terrorist acts; vulnerability assessments and emergency and escape plans of secured facilities; information regarding infrastructure and security...
of computer and telecommunications networks; system security and emergency preparedness plans; and as further defined in RCW 42.56.420.

(n) Global positioning system data that indicates the location of a member’s residence (RCW 42.56.240).

(o) Information contained in a local, regional or statewide gang database (RCW 42.56.240).

(p) Any other information that may be appropriately denied by Washington law.

810.6 SUBPOENAS AND DISCOVERY REQUESTS
Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Public Disclosure Unit for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the Prosecutors Office or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the office so that a timely response can be prepared.

810.7 EXPUNGEMENT
Expungement orders received by the office shall be reviewed for appropriate action by the Public Disclosure Unit. The Public Disclosure Unit shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

810.8 TRAINING
The Public Disclosure Unit Supervisor shall complete a training program consistent with the Attorney General’s model rules within 90 days of assuming responsibilities for public disclosure records and complete refresher training as required (RCW 42.56.152).

810.9 SECURITY BREACHES
Members who become aware that any Snohomish County Sheriff's Office system containing personal information may have been breached should notify the Public Disclosure Unit Supervisor as soon as practicable. Members shall also follow Snohomish County policies on network security taking appropriate steps to notify DIS and mitigate the network breach.

The Public Disclosure Unit Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (RCW 42.56.590).
Notice shall be given as soon as reasonably practicable but may be delayed if notification will impede a criminal investigation.

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following:

(a) Social Security number
(b) Driver's license number or Washington identification card number
(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual's financial account

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Public Disclosure Unit Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).
Protected Information

812.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Snohomish County Sheriff's Office. This policy addresses the protected information that is used in the day-to-day operation of the Office and not the public records information covered in the Records Maintenance and Release Policy.

812.1.1 DEFINITIONS
Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Snohomish County Sheriff's Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

812.2 POLICY
Members of the Snohomish County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

812.3 RESPONSIBILITIES
The Sheriff shall select a member of the Office to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Licensing (DOL) records and the Washington Crime Information Center (WACIC).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.
812.4 ACCESS TO PROTECTED INFORMATION
Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Snohomish County Sheriff's Office policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

812.4.1 PENALTIES FOR MISUSE OF RECORDS
It is a misdemeanor to furnish, buy, receive or possess criminal history record information without authorization by Washington law (RCW 10.97.120).

Divulging the content of any criminal record to anyone other than authorized personnel is a violation of the Standards of Conduct Policy.

Employees who obtain, or attempt to obtain, information from the office files other than that to which they are entitled in accordance with their official duties is a violation of the Standards of Conduct Policy.

812.4.2 RELEASE OF CHRI
Only the persons listed below are authorized to release CHRI. Each authorized person releasing CHRI is responsible to ensure that each request granted appears legitimate and that the requester is an authorized recipient with a right and need to know.

(a) Criminal Records Security Officer.
(b) Records Manager.
(c) Full-time employees of the Records Section.
(d) Personnel specifically designated in writing by Bureau Commanders with the concurrence of the Criminal Records Security Officer.

812.4.3 RELEASE OF CHRI TO FIELD PERSONNEL
Personnel shall not have access to CHRI until a background investigation has been completed and approved.

CHRI shall not be transmitted by radio broadcast or through computer terminals to field personnel or vehicles. Nothing in this procedure is intended to prohibit broadcasting warrant information concerning wanted persons.

812.4.4 RECORDS SUITABLE FOR RELEASE
Conviction Records may be disseminated without restriction (RCW 10.97.050(1)).
812.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know (RCW 10.97.050).

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Manager for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Office may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of deputies, other office members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

812.5.1 REVIEW OF CRIMINAL OFFENDER RECORD

An individual may review his/her criminal history record information held by this office after complying with established office requirements as authorized by RCW 10.97.080.

812.6 SECURITY OF PROTECTED INFORMATION

The Sheriff will select a member of the Office to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Sheriff and appropriate authorities (RCW 19.255.010).

812.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended
table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

812.7 TRAINING
All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

812.7.1 COMPUTER TERMINAL SECURITY
Computer terminal equipment capable of providing access to automated criminal offender record information is located in the Records Section, the Communications Center and in the Investigation Unit to preclude access by unauthorized persons.

No employee shall be authorized to operate computer terminal equipment with access to CHRI until the operator has completed the appropriate training.

812.7.2 DESTRUCTION OF CHRI
When any document providing CHRI has served the purpose for which it was obtained, it shall be destroyed by shredding.

Each employee shall be responsible for destroying the CHRI documents they receive.

812.8 TRAINING PROGRAM
All personnel authorized to process or release CHRI shall be required to complete a training program prescribed by the Criminal Record Security Officer. The Training Bureau shall coordinate the course to provide training in the proper use, control, and dissemination of CHRI.

812.9 PENALTIES FOR MISUSE OF RECORDS
RCW 10.97.120 makes it a misdemeanor to furnish, buy, receive, or possess rap sheets without authorization by a court, statute, or case law.

Divulging the content of any criminal record to anyone other than authorized personnel is a violation of Policy Manual § 340.37(a).

Employees who obtain, or attempt to obtain, information from the office files other than that to which they are entitled in accordance with their official duties is a violation of Policy Manual § 340.37(a).
Chapter 9 - Custody
Temporary Custody of Adults

900.1 PURPOSE AND SCOPE
This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Snohomish County Sheriff's Office for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults are in custody and being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS
Definitions related to this policy include:

**Holding cell/cell** - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Office.

**Safety checks** - Direct, visual observation by a member of this office performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

**Temporary custody** - The time period an adult is in custody at the Snohomish County Sheriff's Office prior to being released or transported to a housing or other type of facility.

900.2 POLICY
The Snohomish County Sheriff's Office is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Office. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION
No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY
Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Snohomish County Sheriff's Office, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.
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(d) Individuals who are a suspected suicide risk (see the Emergent Detentions Policy).

1. If the deputy taking custody of an individual believes that he/she may be a suicide risk, the deputy shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Deputies taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Office unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized office member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least two office members should be present when interacting with a person in custody. If possible, a member of the same sex as the person in custody should be present.

Absent exigent circumstances, office members should not enter an occupied holding cell alone. An office member of the same sex as the person in custody should be present when an occupied holding cell is entered.

900.4 INITIATING TEMPORARY CUSTODY

The deputy responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The deputy should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the County jail or the appropriate mental health facility.
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The deputy should promptly notify the supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

900.4.1 SCREENING AND PLACEMENT

The deputy responsible for an individual in custody shall do the following:

(a) Advise the supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Avoid placing an adult in a cell with another adult unless no other cell is available. When such placement is necessary, members shall:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
   (a) Continuous, direct sight and sound supervision.
   (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.

3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

4. Ensure males and females are separated by sight and sound when in cells.

5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Bureau Commander will ensure that the U.S. Department of State’s list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Office members assigned to process a foreign national shall:
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(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
   1. This notification should be documented.

(b) Determine whether the foreign national’s country is on the U.S. Department of State’s mandatory notification list.
   1. If the country is on the mandatory notification list, then:
      (a) Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.
      (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.
      (c) Forward any communication from the individual to his/her consular officers without delay.
      (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
   2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
      (a) Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.
      (b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS
Any time an individual is in temporary custody at the Snohomish County Sheriff’s Office, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.
(b) Date and time of arrival at the Office.
(c) Any charges for which the individual is in temporary custody and any case number.
(d) Time of all safety checks.
(e) Any medical and other screening requested and completed.
(f) Any emergency situations or unusual incidents.
(g) Any other information that may be required by other authorities, such as compliance inspectors.
(h) Date and time of release or transportation from the Snohomish County Sheriff’s Office.

The supervisor should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.
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The supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 FIREARMS AND OTHER SECURITY MEASURES
Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.3 RELIGIOUS ACCOMMODATION
Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.4 TEMPORARY CUSTODY REQUIREMENTS
Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.
(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
   1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
   2. This does not apply to surreptitious and legally obtained recorded interrogations.
(c) There is reasonable access to toilets and wash basins.
(d) There is reasonable access to a drinking fountain or water.
(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
(f) There is privacy during attorney visits.
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(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.5 MEDICAL CARE
First-aid equipment and basic medical supplies should be available to office members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical aid will be summoned. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by a deputy.

Those who require medication while in temporary custody should not be at the Snohomish County Sheriff's Office. They should be released or transferred to another facility as appropriate.

900.5.6 ORTHOPEDIC OR PROSTHETIC APPLIANCE
Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.6 USE OF RESTRAINT DEVICES
Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Snohomish County Sheriff's Office unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.
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900.6.1 PREGNANT ADULTS
Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY
The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient’s signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property’s return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person’s signature as notice of receipt. The Office shall maintain a copy of the property receipt.

The supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The supervisor shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS
A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

(b) The individual shall have constant auditory access to office members.

(c) The individual’s initial placement into and removal from a locked enclosure shall be logged.

(d) Safety checks by office members shall occur no less than every 15 minutes.
   1. Safety checks should be at varying times.
   2. All safety checks shall be logged.
   3. The safety check should involve questioning the individual as to his/her well-being.
   4. Individuals who are sleeping or apparently sleeping should be awakened.
   5. Requests or concerns of the individual should be logged.
Temporary Custody of Adults

900.9  SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY
The Patrol Bureau Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Snohomish County Sheriff's Office. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate
(b) Immediate notification of the Watch Commander, Sheriff and Investigation Bureau Commander
(c) Notification of the spouse, next of kin or other appropriate person
(d) Prosecutor's Office.
(e) Notification of the Medical Examiner
(f) Evidence preservation

900.10  RELEASE AND/OR TRANSFER
When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.
(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
(c) It has been confirmed that the correct individual is being released or transported.
(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
(f) The individual is not permitted in any nonpublic areas of the Snohomish County Sheriff's Office unless escorted by a member of the Office.
(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The office member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.
(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, deputies should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as required.
900.10.1 TRANSFER TO HOSPITAL
When an individual in custody for a violent or sex offense is taken to a hospital, the transporting deputy shall remain with, or secure, the individual while the individual is receiving care, unless (Chapter 267, 2015 Laws):

(a) The medical care provider determines the individual does not need to be accompanied or secured.

(b) The deputy notifies the medical care provider that the deputy is leaving after reasonably determining:
   1. The individual does not present an imminent and significant risk of causing physical harm to themselves or another person.
   2. There is no longer sufficient evidentiary basis to maintain the individual in custody.
   3. In the interest of public safety, his/her presence is urgently required at another location and supervisor approval is obtained.

(a) The deputy shall make a reasonable effort to ensure a replacement deputy is provided or other means of securing the individual is provided as soon as possible.

900.11 ASSIGNED ADMINISTRATOR
The Patrol Bureau Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security
(b) Key control
(c) Sanitation and maintenance
(d) Emergency medical treatment
(e) Escapes
(f) Evacuation plans
(g) Fire and life-safety
(h) Disaster plans
(i) Building and safety code compliance

900.12 TRAINING
Office members should be trained and familiar with this policy and any supplemental procedures.
Custody Searches

902.1 PURPOSE AND SCOPE
The purpose of this policy is to establish consistent office procedures regarding pat-down, booking and strip searches of pre-arraignment detainee as provided by RCW 10.79.060, et. seq. It is important to note that the legislature has specified their intent to “restrict the practice of strip searching and body cavity searching persons booked into holding, detention, or local correctional facilities to those situations where such searches are necessary” (RCW 10.79.060).

902.2 DEFINITIONS OF SEARCHES
Pat-Down Search - This is the normal type of search used by deputies in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the deputy, the prisoner, or other prisoners.

Booking Search - This search is used in the jail and again involves a thorough patting down of an individual's clothing. All pockets, cuffs, etc., on the clothing are checked to locate all personal property, contraband, or weapons. The prisoner's personal property is taken and inventoried.

Strip Search or Visual Body Cavity Search - This is a search that requires a person to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia of such person (RCW 10.79.070(1)).

Physical Body Cavity Search - This is the touching or probing of a person's body cavity, whether or not there is actual penetration of the body cavity (RCW 10.79.070(2)). Body cavity means the stomach or rectal cavity of a person, and the vagina of a female person (RCW 10.79.070(3)).

902.3 PAT DOWN SEARCHES
When any deputy has reasonable suspicion to believe that a person being lawfully detained may possess weapons or other dangerous items, or in such circumstances the deputy reasonably believes that the individual may present a threat to officer safety, that deputy may conduct a normal pat-down search of that individual.

Prior to detaining any individual in any sheriff's vehicle, a deputy shall conduct a normal pat-down search of that individual.

Whenever practical, a pat-down search of an individual should be conducted by a deputy of the same sex as the person being searched. Absent the availability of a same sex deputy, it is recommended that a witness deputy be present during any pat-down search of an individual of the opposite sex as the searching deputy.

902.4 BOOKING SEARCHES
Absent emergency circumstances in which no reasonable alternative exists, no person arrested for a misdemeanor or infraction not involving weapons, controlled substance or violence may be placed in the general jail population, unless all of the following conditions exist:
Custody Searches

(a) The person is not cited and released.
(b) The person is not released on his/her own recognizance.
(c) The person is not able to post bail within a reasonable time not less than three hours.
(d) Any person taken into custody may be subjected to pat-down searches, metal detector searches, and thorough clothing searches in order to discover and retrieve concealed weapons and contraband prior to being placed in a booking cell.

902.4 STRIP SEARCHES
No person shall be strip searched without a warrant unless (RCW 10.79.130):

(a) There is a reasonable suspicion to believe that a strip search is necessary to discover weapons, criminal evidence, contraband, or other thing concealed on the body of the person to be searched, that constitutes a threat to the security of a holding, detention, or local correctional facility.

(b) There is probable cause to believe that a strip search is necessary to discover other criminal evidence concealed on the body of the person to be searched, but not constituting a threat to facility security.

(c) There is a reasonable suspicion to believe that a strip search is necessary to discover a health condition requiring immediate medical attention.

A reasonable suspicion is deemed to be present when the person to be searched has been arrested for a violent offense as defined in RCW 9.94A.030 or any successor statute, an offense involving escape, burglary, or the use of a deadly weapon; or an offense involving possession of a drug or controlled substance under RCW Chapter 69.41, 69.50, or 69.52, or any successor statute.

902.5 PHYSICAL BODY CAVITY SEARCH
No person may be subjected to a body cavity search unless a search warrant is obtained (RCW 10.79-080(1)). Body cavity searches are subject to the following conditions:

(a) No body cavity search shall be authorized or conducted unless other less invasive (visual or strip search) methods do not satisfy the safety, security, or evidentiary concerns of the agency (RCW 10.79-080(3)).

(b) A warrant may not be sought without specific authorization in writing from the ranking shift supervisor. Authorization for the cavity search may be made electronically provided it is reduced to writing and signed by the ranking supervisor (RCW 10.79.080(2)).

(c) Before the body cavity search is authorized or conducted, a thorough pat-down search, electronic metal-detector search, and a thorough clothing search must be used to search for and seize any evidence (RCW 10.79.080(3)).
902.6 CONDUCTING STRIP/BODY CAVITY SEARCHES

Body cavity searches shall be conducted as follows:

(a) Persons conducting the strip search shall not touch the person being stripped except as reasonably necessary to effectuate the strip search of the person.

(b) The search must be performed under sanitary conditions.

(c) The search must be conducted by a physician, registered nurse, or physician’s assistant.

(d) Privacy will be afforded to the person. This includes dressing and undressing. Persons not physically conducting the search may not be present during the search, dressing, undressing, etc., unless the person is necessary to conduct the search or to ensure the safety of those persons conducting the search.

(e) The search shall be performed or observed only by persons of the same sex as the person being searched, except for licensed medical professionals as required by subsection (c) above.

902.7 DOCUMENTATION OF A BODY CAVITY SEARCH

The deputy requesting a body cavity search shall prepare and sign a report regarding the body cavity search, which shall include (RCW 10.79.080(4)):

(a) A copy of the written authorization required under Policy Manual § 902.6(b).

(b) A copy of the warrant and any supporting documents.

(c) The name and sex of all persons conducting or observing the search.

(d) The time, date, place and description of the search.

(e) A statement of the results of the search and a list of any items removed from the person as a result of the search.

902.8 LIABILITY

The Revised Code of Washington expressly provides that a person who suffers damage or harm as a result of an improper search may bring a civil action to recover damages (RCW 10.79.110).

The agency and its employees are not liable for injury, death, or damage caused by a person in custody when the injury, death or damage was made possible by contraband that would have been discovered sooner but for the delay caused by having to seek a search warrant (RCW 10.79.170).
Biological Samples

904.1 PURPOSE AND SCOPE
This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from an individual in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

904.2 POLICY
The Snohomish County Sheriff's Office will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

904.2.1 POINT OF COLLECTION
As soon as administratively practicable after confinement persons required to provide DNA samples shall be processed for the necessary samples

904.3 OFFENDERS SUBJECT TO DNA COLLECTION
The following offenders must submit a biological sample (RCW 43.43.754):

(a) An offender convicted of any felony offense.
(b) An offender convicted of assault in the fourth degree with sexual motivation (RCW 9A.36.041; RCW 9.94A.835).
(c) An offender convicted of communication with a minor for immoral purposes (RCW 9.68A.090).
(d) An offender convicted of custodial sexual misconduct in the second degree (RCW 9A.44.170).
(e) An offender convicted of failure to register as a sex or kidnapper offender (RCW 9A.44.130; RCW 9A.44.132).
(f) An offender convicted of harassment (RCW 9A.46.020).
(g) An offender convicted of patronizing a prostitute (RCW 9A.88.110).
(h) An offender convicted of sexual misconduct with a minor in the second degree (RCW 9A.44.096).
(i) An offender convicted of stalking (RCW 9A.46.110).
(j) An offender who violates a sexual assault protection order granted under RCW 7.90.005 et seq.
Biological Samples

904.3.1 BLOOD SAMPLES
Health care providers trained and qualified to draw blood are the only persons authorized to perform the withdrawal of blood in a medically approved manner.

904.3.2 BUCCAL SWABS
Buccal swab samples (taken from the inside of the mouth) may only be procured by employees who have successfully completed office approved training in the collection of buccal swabs. If an individual violently resists or presents other officer safety issues, employees may omit buccal swab samples upon approval of a supervisor.

904.3.3 FULL PALM PRINTS
Full palm print impressions shall be obtained on appropriate forms along with all DNA samples.

904.3.4 USE OF FORCE TO OBTAIN SAMPLES
If, after a written or oral request, an individual required to provide samples refuses to provide any or all of the required DNA samples, a sworn member of this office may use reasonable force necessary and consistent with constitutional and legal requirements to compel them to submit to collection of the required sample (RCW 43.43.750).

Use of force to obtain such sample(s) should occur only under the following conditions

(a) Prior to the use of reasonable force, the deputies shall take and document reasonable steps to secure voluntary compliance.
(b) Prior to the use of reasonable force, the Deputies shall obtain authorization from a supervisor.
(c) Upon request a supervisor shall be present prior to the use of reasonable force needed to obtain the sample.
(d) If the authorized use of reasonable force includes a cell extraction, such extraction shall be videotaped.

For the purpose of this section, the "use of reasonable force" shall be defined as the force that an objective, trained, and competent deputy faced with similar facts and circumstances would consider necessary and reasonable to gain compliance.

904.4 PROCEDURE
When an offender is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

904.4.1 COLLECTION
The following steps should be taken to collect a sample:

(a) Verify that the offender is required to provide a sample pursuant to RCW 43.43.754.
Biological Samples

(b) Verify that a biological sample has not been previously collected from the offender by querying the person’s Washington State criminal history records. There is no need to obtain a biological sample if one has been previously obtained (RCW 43.43.754).

(c) Use the designated collection kit provided by the Washington State Patrol to perform the collection and take steps to avoid cross contamination.

904.5 LEGAL MANDATES AND RELEVANT LAWS
Washington law provides for the following:

904.5.1 AVAILABLE INFORMATION AND TRAINING
The Corrections Bureau should maintain relevant informational material from the Washington State Patrol in the booking area of the Snohomish County Sheriff's Office Jail for training and guidance purposes. This should include the protocols for the collection, preservation and shipment of biological samples prepared by the Washington State Patrol (WAC 446-75-060).

904.6 USE OF FORCE TO OBTAIN SAMPLES
If an offender refuses to cooperate with the sample collection process, members should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel, and only with the approval of a supervisor.

Methods to consider when seeking voluntary compliance include contacting:

(a) The individual’s parole or probation officer, when applicable.
(b) The prosecuting attorney to seek additional charges against the individual for failure to comply or to otherwise bring the refusal before a judge.
(c) The judge at the individual’s next court appearance.
(d) The individual’s attorney.
(e) A chaplain.
(f) Another custody facility with additional resources, where the individual can be transferred to better facilitate sample collection.
(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available. The supervisor shall review and approve any plan to use force and be present to document the process.

The supervisor shall review and approve any plan to use force and be present to document the process.

904.6.1 VIDEO RECORDING
A video recording should be made any time force is used to obtain a biological sample. The recording should document all persons participating in the process, in addition to the methods and
Biological Samples

all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the established records retention schedule.
Prison Rape Elimination

905.1 PURPOSE AND SCOPE
This policy provides guidance for complying with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse, harassment and retaliation against prisoners in the Snohomish County Sheriff's Office Temporary Holding Facilities (28 CFR 115.111).

905.1.1 DEFINITIONS
Definitions related to this policy include:

**Intersex** - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

**Sexual abuse** - Any of the following acts, if the prisoner does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the prisoner or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
**Prison Rape Elimination**

- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above
- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of a prisoner or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

**Sexual harassment** - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one prisoner or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to a prisoner or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

**Transgender** - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth (28 CFR 115.5).

**905.2 POLICY**
The Snohomish County Sheriff’s Office has zero tolerance toward all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Office will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation.

The Snohomish County Sheriff’s Office will take immediate action to protect prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

**905.3 PREA COORDINATOR**
The Sheriff shall appoint an upper-level manager with sufficient time and authority to develop, implement and oversee office efforts to comply with PREA standards in the Snohomish County Sheriff’s Office (28 CFR 115.111). The PREA Coordinator’s responsibilities shall include:

- Developing and maintaining procedures to comply with the PREA Rule.
- Ensuring that any contract for the confinement of Snohomish County Sheriff’s Office prisoners includes the requirement to adopt and comply with applicable PREA and the PREA Rule, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).
- Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect prisoners from sexual abuse (28 CFR 115.113). This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.
- Developing methods for staff to privately report sexual abuse and sexual harassment of prisoners (28 CFR 115.151).
(e) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators and office leadership to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse in the Temporary Holding Facility. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice’s (DOJ) Office on Violence Against Women publication, “A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents” or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to permit, to the extent available, prisoner access to victim advocacy services if the prisoner is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that prisoners with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes, as appropriate, access to interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills, intellectual, hearing or vision disabilities) (28 CFR 115.116).

1. The agency shall not rely on other prisoners for assistance except in limited circumstances where an extended delay in obtaining an interpreter could compromise the prisoner’s safety, the performance of first-response duties under this policy, or the investigation of a prisoner’s allegations of sexual abuse, harassment or retaliation.

(h) Publishing on the office website:
Prison Rape Elimination

1. Information on how to report sexual abuse and sexual harassment on behalf of a prisoner (28 CFR 115.154).

2. A protocol describing the responsibilities of the Office and any other investigating agency that will be responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under this agency’s direct control (28 CFR 115.187).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all Temporary Holding Facilities used to house prisoners overnight (28 CFR 115.193).

(k) Ensuring contractors or others who work in the Temporary Holding Facility are informed of the agency’s zero-tolerance policy regarding sexual abuse and sexual harassment (28 CFR 115.132).

905.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Prisoners may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other prisoners or staff for reporting sexual abuse or sexual harassment
- Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

During intake the Office shall notify all prisoners of the zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Office and that is able to receive and immediately forward prisoner reports of sexual abuse and sexual harassment to agency officials. This allows the prisoner to remain anonymous (28 CFR 115.132; 28 CFR 115.151).
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905.4.1 MEMBER RESPONSIBILITIES
Department members shall accept reports from prisoners and third parties and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Watch Commander or supervisor any knowledge, suspicion or information regarding:

(a) An incident of sexual abuse or sexual harassment that occurs in the Temporary Holding Facility.
(b) Retaliation against prisoners or the member who reports any such incident.
(c) Any neglect or violation of responsibilities on the part of any office member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

905.4.2 WATCH COMMANDER / SUPERVISOR RESPONSIBILITIES
The Watch Commander or supervisor shall report to the office designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Watch Commander or supervisor shall also report the allegation as required under mandatory reporting laws and office policy.

Upon receiving an allegation that a prisoner was sexually abused while confined at another facility, the Watch Commander or supervisor shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Watch Commander or supervisor shall document such notification (28 CFR 115.163).

If an alleged prisoner victim is transferred from the Temporary Holding Facility to a jail, prison or medical facility, the Office shall, as permitted by law, inform the receiving facility of the incident and the prisoner’s potential need for medical or social services, unless the prisoner requests otherwise (28 CFR 115.165).

905.5 INVESTIGATIONS
The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received office-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

905.5.1 FIRST RESPONDERS
The first deputy to respond to a report of sexual abuse or sexual assault shall (28 CFR 115.164):
Prison Rape Elimination

(a) Separate the parties.

(b) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(c) If the abuse occurred within a time period that still allows for the collection of physical evidence, request that the alleged victim not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

(d) If the abuse occurred within a time period that still allows for the collection of physical evidence, ensure that the alleged abuser does not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating.

If the first responder is not a deputy the responder shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a law enforcement staff member (28 CFR 115.164).

905.5.2 INVESTIGATOR RESPONSIBILITIES
Investigators shall (28 CFR 115.171):

(a) Gather and preserve direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interview alleged victims, suspects and witnesses.

(c) Review any prior complaints and reports of sexual abuse involving the suspect.

(d) Conduct compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assess the credibility of the alleged victim, suspect or witness on an individual basis and not by the person’s status as a prisoner or a member of the Snohomish County Sheriff’s Office.

(f) Document in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Refer allegations of conduct that may be criminal to the prosecuting attorney for possible prosecution, including any time there is probable cause to believe a prisoner sexually abused another prisoner in the Temporary Holding Facility (28 CFR 115.178).

(h) Cooperate with outside investigators and remain informed about the progress of any outside investigation.
905.5.3 ADMINISTRATIVE INVESTIGATIONS
Administrative investigations shall include an effort to determine whether staff actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this office shall not be used as a basis for terminating an investigation (28 CFR 115.171).

905.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS
No prisoner who alleges sexual abuse shall be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Prisoner victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

905.5.5 CONCLUSIONS AND FINDINGS
All completed investigations shall be forwarded to the Sheriff, or if the allegations may reasonably involve the Sheriff, to the County Executive. The Sheriff or County Executive shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All personnel shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for office members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member’s disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with prisoners and reported to any relevant licensing bodies (28 CFR 115.177). The Sheriff shall take appropriate remedial measures and consider whether to prohibit further contact with prisoners by a contractor or volunteer.

905.6 RETALIATION PROHIBITED
All prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual.

The Watch Commander or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for prisoner victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for prisoners or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.
The Watch Commander or the authorized designee shall identify a staff member to monitor the conduct and treatment of prisoners or members who have reported sexual abuse and of prisoners who were reported to have suffered sexual abuse. The staff member shall act promptly to remedy any such retaliation. In the case of prisoners, such monitoring shall also include periodic status checks.

905.7 REVIEWS AND AUDITS

905.7.1 INCIDENT REVIEWS
An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include upper-level management officials and seek input from line supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation; or was motivated or otherwise caused by other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Sheriff and the PREA Coordinator. The Sheriff or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

905.7.2 DATA REVIEWS
The facility shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):
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(a) Identification of any potential problem areas.
(b) Identification of any corrective actions taken.
(c) Recommendations for any additional corrective actions.
(d) A comparison of the current year's data and corrective actions with those from prior years.
(e) An assessment of the office progress in addressing sexual abuse.

The report shall be approved by the Sheriff and made readily available to the public through the office website or, if it does not have one, through other means. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the Temporary Holding Facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from Snohomish County Sheriff's Office facilities and private facilities with which it contracts shall be made readily available to the public at least annually through the office website or, if it does not have one, through other means. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

905.8 RECORDS
The Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Office, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

905.9 TRAINING
All employees, volunteers and contractors who may have contact with prisoners shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within this facility. The Training Sergeant shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

- The Office zero-tolerance policy and prisoners' right to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- The dynamics of sexual abuse and harassment in confinement settings, including which prisoners are most vulnerable.
- The right of prisoners and staff members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.
- Detecting and responding to signs of threatened and actual abuse.
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- Communicating effectively and professionally with all prisoners.
- Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

- Techniques for interviewing sexual abuse victims.
- Proper use of *Miranda* and *Garrity* warnings.
- Sexual abuse evidence collection in confinement settings.
- Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Sergeant shall maintain documentation that employees, volunteers, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current employees and volunteers who may have contact with prisoners shall be trained within one year of the effective date of the PREA standards. The agency shall provide annual refresher information to all such employees and volunteers to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

This policy has an accompanying SOP titled Prison Rape Elimination Act
Chapter 10 - Personnel
Recruitment and Selection

1000.1 POLICY
In accordance with applicable federal, state and local law, the Snohomish County Sheriff's Office provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The Office does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.2 RECRUITMENT
The Administrative Services Bureau Chief should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.
(b) Use of marketing strategies to target diverse applicant pools.
(c) Expanded use of technology and maintenance of a strong Internet presence. This may include an interactive office website and the use of office-managed social networking sites, if resources permit.
(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
(e) Employee referral and recruitment incentive programs.
(f) Consideration of shared or collaborative regional testing processes.

The Administrative Services Bureau Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

1000.3 SELECTION AND PROCESS
The Office shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Office should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:
(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Citizenship verification, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents

(e) Information obtained from public Internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state and federal criminal history record checks

(h) Polygraph (RCW 43.101.095; WAC 139-07-040)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.4 EMPLOYMENT STANDARDS
All candidates shall meet the minimum standards required by state law (RCW 43.101.095; RCW 43.101.200). Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Office and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the positions essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Personnel Development Division should maintain validated standards for all positions.

1000.4.1 STANDARDS FOR DEPUTIES
Candidates shall meet the following minimum standards established by the Washington State Criminal Justice Training Commission (WSCJTC) (RCW 43.101.095):

(a) Be eligible for WSCJTC certification

(b) Submit to a psychological evaluation

(c) Submit to a polygraph examination

(d) Submit to a criminal history check

(e) Not been convicted of a felony offense

1000.5 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:
Recruitment and Selection

(a) Age at the time the behavior occurred
(b) Passage of time
(c) Patterns of past behavior
(d) Severity of behavior
(e) Probable consequences if past behavior is repeated or made public
(f) Likelihood of recurrence
(g) Relevance of past behavior to public safety employment
(h) Aggravating and mitigating factors
(i) Other relevant considerations

A candidate’s qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.6  BACKGROUND INVESTIGATION
Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the Snohomish County Sheriff’s Office (RCW 43.101.095).

1000.6.1  RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6.2  DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

1000.6.3  REVIEW OF SOCIAL MEDIA SITES
Due to the potential for accessing unsubstantiated, private or protected information, the Administrative Services Bureau Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (RCW 49.44.200).

The Administrative Services Bureau Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, Internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.
(b) Material and information to be considered are verified, accurate and validated.

(c) The Office fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administrative Services Bureau Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.6.4 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.7 PURPOSE AND SCOPE
This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Snohomish County Sheriff's Office and that are promulgated and maintained by the Personnel Development Division.
Promotional and Transfer Policy

1003.1 PURPOSE AND SCOPE
The purpose of this policy is to establish required and desirable qualifications for promotion within the ranks of the Snohomish County Sheriff's Office.

1003.1.1 GENERAL REQUIREMENTS
The following conditions will be used in evaluating employees for promotion and transfer:

(a) Presents a professional, neat appearance;
(b) Demonstrates:
   1. Emotional stability and maturity.
   2. Sound judgment and decision making.
   3. Personal integrity.
   4. Honesty.
   5. Leadership.
   6. Initiative.
   7. Ability to confront and/or deal with issues both positive and/or negative.
   8. Ability to conform to organizational goals and objectives.

1003.2 SWORN NON-SUPERVISORY SELECTION PROCESS
Sworn Non Supervisory positions will be selected in accordance with current DSA Labor Agreement.

1003.2.1 DESIRABLE QUALIFICATIONS
The following qualifications may apply to consideration for Sworn Non Supervisory positions:

(a) Off probation.
(b) Has shown an expressed interest in the position applied for.
(c) Education, training and demonstrated abilities in related areas; such as, enforcement activities, investigative techniques, report writing, public relations, etc.
(d) Complete any training required by CJTC or law.

1003.3 SELECTION PROCESS
Sworn Non Supervisory positions will be selected in accordance with current DSA Labor Agreement. The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.
1003.4 PROMOTIONAL SPECIFICATIONS
Specifications for promotional opportunities are on file with the Snohomish County Sheriff's Office Personnel Development Division.
Grievance Procedure

1005.1 PURPOSE AND SCOPE
It is the policy of this office that all grievances be handled quickly and fairly without discrimination against employees who file a grievance whether or not there is a basis for the grievance. Our Office philosophy is to promote a free verbal communication between employees and supervisors.

1005.1.1 GRIEVANCE DEFINED
Grievance - Is an issue raised relating to the interpretation, application or violation of any terms or provisions in the following documents by the person(s) affected:

- The employee bargaining agreement (Memorandum of Understanding).
- This Policy Manual.
- County rules and regulations covering personnel practices or working conditions.

Grievances may be brought by an individual affected employee or by a group representative.

Specifically outside the category of grievance are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity are subject to the complaint options set forth in the Discriminatory Harassment Policy; and personnel complaints related to consist of any allegation of misconduct or improper job performance against any office employee that, if true, would constitute a violation of office policy, federal, state or local law set forth in the Personnel Complaints Policy.

1005.2 PROCEDURE
Except as otherwise required or agreed upon under a collective bargaining agreement, if an employee believes that he/she has a grievance as defined above, then that employee shall observe the following procedure:

(a) Attempt to resolve the issue through informal discussion with immediate supervisor.

(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the Bureau Commander of the affected bureau or bureaus.

(c) If a successful resolution is not found with the Bureau Commander, the employee may request a meeting with the Sheriff.

(d) If the employee and the Sheriff are unable to arrive at a mutual solution, then the employee shall proceed as follows:

1. Submit in writing a written statement of the grievance and deliver one copy to the Sheriff and another copy to the immediate supervisor and include the following information:
Grievance Procedure

(a) The basis for the grievance (i.e., what are the facts of the case).
(b) Allegation of the specific wrongful act and the harm done.
(c) Identification of the specific policies, rules or regulations or allegedly violated.
(d) What remedy you are seeking or goal you would like to accomplish from this grievance.

(e) The employee shall receive a copy of the acknowledgment signed by the supervisor including the date and time of receipt.
(f) The Sheriff will receive the grievance in writing. The Sheriff and the County Executive will review and analyze the facts or allegations and respond to the employee within 14 calendar days. The response will be in writing, and will affirm or deny the allegations. The response shall include any remedies if appropriate. The decision of the County Executive is considered final.

1005.3 EMPLOYEE REPRESENTATION
Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

1005.4 GRIEVANCE RECORDS
At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to Administrative Services for inclusion into a secure file for all written grievances. A second copy of the written grievance will be maintained by the County Executive’s office to monitor the grievance process.

1005.5 GRIEVANCE AUDITS
The Training Sergeant shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether or not any policy/procedure changes or training may be appropriate to avoid future filings of grievances. The Training Sergeant shall record these findings in a confidential and generic memorandum to the Sheriff without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Training Sergeant should promptly notify the Sheriff.
Reporting of Employee Convictions

1009.1 PURPOSE AND SCOPE
Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties; therefore, all employees shall be required to promptly notify the Office of any past and current criminal convictions.

1009.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS
Pursuant to the Federal Domestic Violence Gun Control Act (18 USC §§ 921(a) and 922(d)), any person who has been convicted of a misdemeanor domestic violence offense is prohibited from possessing any firearm or ammunition.

Misdemeanor crimes of domestic violence are defined as misdemeanors under federal or state law, which, having, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, parent or guardian, or by a person similarly situated to a spouse, parent or guardian of the victim.

Federal law also prohibits firearm possession by any individual who is the subject of a domestic violence restraining order. This federal restriction, however, does not apply to Temporary Restraining Orders (18 USC § 922(d)(8)).

1009.3 REPORTING PROCEDURE
All employees of this office and all retired deputies with a CPL endorsement shall promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing of any past or current criminal arrest or conviction regardless of whether or not the matter is currently on appeal and regardless of the penalty or sentence, if any.

All sworn employees and all retired deputies with a CPL endorsement shall further promptly notify their immediate supervisor (or the Sheriff in the case of retired deputies) in writing if the employee becomes the subject of a domestic violence restraining order issued by a court of competent jurisdiction.

Any employee whose criminal conviction unduly restricts or prohibits that employee from fully and properly performing his/her duties may be disciplined including, but not limited to being placed on administrative leave, reassignment and/or termination.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline.
1009.4 PROCEDURE FOR RELIEF
Relief for any employee falling under the restrictions imposed by federal law may only be obtained by expungement of the conviction. Each employee shall seek relief from firearm restrictions on their own time and through their own resources.

Pending satisfactory proof of relief from any legal restriction imposed on an employee's duties, the employee may be placed on administrative leave, reassigned or disciplined. The Office may, but is not required to return an employee to any assignment, reinstate any employee or reverse any pending or imposed discipline upon presentation of satisfactory proof of relief from any legal restriction set forth in this policy.
Alcohol and Drug Use Policy

1011.1 PURPOSE AND SCOPE
The intent of this policy is to deter the misuse or abuse of legal or illegal substances that create a threat to the safety and health of any employee or member of the public. The Snohomish County Sheriff's Office discourages alcohol and drug abuse and strives to achieve a work force free from the influence of drugs and alcohol.

1011.2 GENERAL GUIDELINES
The consumption of alcohol or other intoxicants is generally prohibited by on-duty personnel except as necessary in the performance of an official special assignment. Personnel who consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Employees who have consumed an amount of an alcoholic beverage or taken any drugs that would affect their senses or judgment shall not report for duty.

1011.2.1 PURCHASE OR POSSESSION OF DRUGS OR ALCOHOL ON DUTY
Office employees shall not purchase or possess alcohol or other controlled substances on County property, at work, or while on duty except in the performance of a special assignment as described in Policy Manual § 1012.2.

Office employees shall not illegally manufacture any alcohol or drugs.

1011.2.2 USE OF PRESCRIBED MEDICATIONS
Office employees who are medically required to take prescription medications during work hours shall not allow such medications to impair their ability to perform their work. Any employee who is required to take any medication with side effects which might impair his/her ability to fully and safely perform all requirements of their position should report the need for such medication to their immediate supervisor. No employee shall be permitted to work while taking such potentially impairing medication without a written release from his/her physician.

1011.3 EMPLOYEE ASSISTANCE PROGRAM
The county participates in a voluntary employee assistance program to assist employees who wish to seek help for alcohol and drug problems. There is also available a variety of insurance coverage which provide treatment for drug and alcohol abuse. Employees may contact the Personnel Development Division, their insurance provider, or the Employee Assistance Program for additional information.

Employees who experience drug or alcohol problems are encouraged to seek referral for rehabilitation through the Employee Assistance Programs or their insurance provider. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.
1011.3.1   CONFIDENTIALITY
The Office recognizes the confidentiality and privacy due employees, and disclosure of any information relating to chemical abuse treatment, except on a need to know basis, shall only be with the expressed written consent of the employee involved or pursuant to lawful process.

1011.4   DRUG / ALCOHOL TESTING PROGRAM
It is the policy of the Snohomish County Sheriff's Office to protect the individual freedoms of its employees while also providing a safe work environment, and to protect the public by maintaining a drug-free work place.

Through observation of our employees and the high standards of their work product, the Sheriff’s Office believes all its employees to be drug-free and operates under that assumption. It is due to this assumption that this policy restricts drug testing to those cases wherein a reasonable suspicion can be articulated. Furthermore, the policy requires written facts in support of a decision that reasonable suspicion exists for testing.

In addition to this policy, employees are reminded they are subject to SCC 3.58 Drug-Free Workplace. The Sheriff’s Office encourages all employees to be familiar with, and, when appropriate, utilize the benefits of the county employee assistance program.

1011.4.1   PURPOSE OF THE DRUG / ALCOHOL TESTING PROGRAM
The Office has a legal responsibility and management obligation to ensure a safe work environment. It also has a paramount interest in protecting the public and maintaining the public's trust by ensuring that its employees have the physical stamina and emotional stability to perform their assigned duties. Due to the nature of Office employment including factors such as the duty to use lawful force, weapons, and the close proximity and access to drugs within the scope of employment, a requirement for employment is that an employee must be free from illegal use or abuse of drugs.

There is sufficient evidence to conclude that use of illegal drugs and drug abuse seriously impair an employee’s performance and general physical and mental health. The illegal possession and use of drugs and/or narcotics by Office employees is a crime and clearly unacceptable. There are unique corruption hazards associated with illegal drug possession and use by law enforcement employees. Additionally, drug use for legitimate medical purposes may cause side effects which result in the employee being unable to perform his/her job functions. Employees are reminded of their affirmative duty to report such drug use to their supervisor. The Office has adopted this written policy to ensure that drug tests are ordered based on a reasonable suspicion; that they follow an established written policy and procedure; and that the employee knows testing is a requirement of employment.

1011.4.2   DRUG TESTING / URINALYSIS PRE-EMPLOYMENT
Applicants for positions with the Office shall be routinely tested for drug or narcotics usage as part of their pre-employment screening. The testing procedure and safeguards set forth in this policy shall be followed by the examining physician and others involved in the testing procedure.
Alcohol and Drug Use Policy

Refusal to take the test, failure to report to the examining physician all medication/drugs currently being taken, test results reporting a presence of illegal drugs or narcotics, or the abuse of drugs shall be a basis for discontinuing an applicant in the selection process.

1011.4.3 DRUG TESTING / URINALYSIS CURRENT EMPLOYEES
Current employees of the Office shall be required to submit to a test for drug or narcotics usage as outlined below:

(a) A Bureau Chief or higher ranking officer may order a drug test when there is documentation of a reasonable suspicion to believe that an employee is using drugs or narcotics in violation of this policy.

(b) Supervisors who have a reasonable suspicion to believe an employee has violated this policy must immediately notify their bureau chief through their chain of command. Prior to ordering a drug test, the Officer ordering said test must receive a written statement from a supervisor presenting the facts which resulted in a reasonable suspicion the employee was in violation of this policy. The officer ordering the test must concur that a reasonable suspicion exists.

(c) The officer ordering a drug test when there is reasonable suspicion to believe an employee has violated this policy shall forward a report containing the facts and circumstances directly to the Sheriff.

(d) Test results reporting a presence of illegal drugs or narcotics, or the misuse of a prescription drug, or the abuse of any over-the-counter drug will be submitted as part of a written complaint consistent with the Office Internal Investigations procedure.

(e) Employees who have been found to be using drugs or narcotics in violation of this policy shall be subject to discipline.

1011.4.4 URINALYSIS PROCEDURE
If an employee is required to submit to a drug test, the following procedure shall be followed:

(a) The employee shall be informed he/she has the right to a union or other representative, provided the representative is readily available and does not unduly delay the testing process.

(b) The employee shall be given an opportunity to explain reasons for the employee's condition, such as reaction to a prescribed drug, fatigue, exposure to toxic substances, or any other reasons known to the employee.

(c) All urine samples will be taken by medical professionals.

(d) The employee designated to give a sample must be positively identified prior to any sample being obtained.

(e) A supervisor shall transport the employee to the collection site. The supervisor shall remain with the employee and observe the bottling and sealing of the specimen. If
the employee has requested a representative, that person may also be allowed to observe the bottling and sealing process. The room where the sample is obtained must be private and secure with documentation maintained that the area has been searched and is free of any foreign substance. It is not the intention of the Office to cause an employee embarrassment or discomfort in obtaining a urine sample. For this reason the employee shall not be observed by anyone while the sample is being provided. The Office may take other steps, reasonable under the circumstances, to ensure the sample presented for testing is from the employee in question and was actually passed at the time noted on the record.

(f) A sample sufficient in size to allow for a second follow up or confirmation test will be taken. In addition, upon the employee’s request, a sample of the specimen may be requisitioned and sent to a laboratory chosen by the employee for independent testing. The employee may request such independent testing at any time up to and including the third day following being notified of the results of the test ordered by the Office. If the employee chooses to exercise this option, the results of this second test shall be provided to the Office.

(g) Specimen samples shall be sealed and labeled to ensure the results match to the tested individual.

1011.4.5 PROCESSING OF SAMPLES
Testing or processing of test samples shall be conducted by the Occupational Health Department of the Everett Clinic, and shall be conducted in accordance with an established written drug testing protocol on file in the Office of the Sheriff, and which shall conform with generally accepted industry standards. All positive results shall be confirmed by a blood test utilizing gas chromatography - mass spectrometry analysis. Those results shall be analyzed in accordance with generally accepted industry standards.

The Everett Clinic
3901 Hoyt Avenue
Everett, WA 98201
(206) 259-0966

OCCUPATIONAL HEALTH DEPARTMENT
DRUG TESTING PROTOCOL:
PRE-PLACEMENT DRUGS OF ABUSE FORENSIC PROFILE INCLUDES:

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<th>Screening Threshold</th>
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Alcohol and Drug Use Policy

Amphetamines

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Barbiturates

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Cocaine Metab.

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Opiates

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PCP - Phencyclidine

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THC - Marijuana

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The Clinic uses a certified laboratory, Nichols Institute Substance Abuse Laboratory. EMIT METHODOLOGY is the type of test used for screening; GAS-CHROMATOGRAPHY - MASS SPECTROMETRY (GC/MS) is used for confirmation testing. ALL positive results are confirmed by GC/MS testing.

COLLECTION PROCEDURE:

- Employee must present picture I.D.
- Outer garments must be removed before entering rest room.
- No handbags, etc., are to be taken into rest room.
- Only those urine specimens with temperature of 90o to 100o F will be accepted.
- A custody & control form will be signed by the employee as well as the technician collecting the specimen.
- Employee will date and sign tamper proof seal which will be placed over the cap of the specimen bottle.
- Specimen will be placed into a tamper proof bag which employee will initial after it has been sealed.
- A release and consent form will be signed by the employee and witnessed by the collector.

Please Note: Nichols Institute will not accept any specimens for testing if either the seal or the transport bag is broken and not intact.
1011.4.6   RECORD KEEPING / NOTIFICATION
All records regarding non-positive drug tests will be maintained by the Office in a separate file. Positive test results will become part of an internal investigations file along with the written documentation of the reasonable suspicion which resulted in the drug test.

In cases where an employee has been ordered to submit to a drug test and no drugs were found as a result of testing, the employee shall receive a letter from the Office to that effect. A copy of this letter will not be placed in the employee’s personnel file unless the employee so requests.

1011.4.7   ALCOHOL TESTING
Alcohol is a drug, and it is the intention of the Office that all provisions of this policy apply in cases involving alcohol. Snohomish County Code (SCC) 3.58 “A Drug Free Workplace” standards, which is included and incorporated by reference. SCC 3.58 shall be followed if an employee is suspected of being under the influence of alcohol on-duty.

Any voluntary request by an employee for assistance with his/her own alcohol abuse problem shall not be used as the basis for any disciplinary action provided the request for assistance is initiated prior to the employee being identified as impaired through the procedures described in this policy.

1011.4.8   RANDOM DRUG TESTING
As discussed herein, drug testing shall only be conducted under this policy when a reasonable suspicion exists to believe an employee is in violation. Nothing in this policy, however, shall preclude the Office from requiring a particular employee to participate in random drug testing as a condition of disciplinary contract agreed to between the member (or member’s union, if represented) and the Sheriff, or as a component of treatment in lieu of discipline as part of a program established by the employee assistance plan.

1011.5   COMPLIANCE
Employees must abide by the terms of this policy and report any alcohol or drug related arrests or conviction.
Sick Leave Reporting

1013.1 PURPOSE AND SCOPE
Employees of this office are provided with a sick leave benefit that provides continued compensation during times of personal or family illness. The specified number of hours are detailed in each employee's bargaining unit's Memorandum of Understanding. Sick time may only be used when an employee is unable to work due to personal illness or a member of the employee's immediate family is ill and the employee must care for that individual.

Sick leave is not considered vacation and abuse of sick leave may result in discipline.

1013.2 NOTIFICATION
Employees shall notify their immediate supervisor as soon as they are aware they will not be able to report to work due to personal or family illness.

Upon return to work, employees shall complete and submit a leave request describing the nature of sick leave usage and the amount of time taken.

1013.3 EXTENDED ILLNESS
Employees absent from duty due to illness in excess of three consecutive scheduled work days may be required to furnish a statement from their physician upon returning to work. Nothing in this section precludes a supervisor, with cause, from requiring a physician's statement if three or fewer sick days are taken.
Communicable Diseases

1015.1 PURPOSE AND SCOPE
This policy provides general guidelines to assist in minimizing the risk of office members contracting and/or spreading communicable diseases.

1015.1.1 DEFINITIONS
Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member’s position at the Snohomish County Sheriff's Office. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1015.2 POLICY
The Snohomish County Sheriff's Office is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety. Employees of the Snohomish County Sheriff's Office shall comply with the requirements of Snohomish County Safety and Health Procedure #15, “Exposure Control Plan”.

1015.3 EXPOSURE CONTROL OFFICER
The Sheriff will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes (WAC 296-823.100 et seq.):

(a) Exposure-prevention and decontamination procedures.
(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
(c) The provision that office members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
(d) Evaluation of persons in custody for any exposure risk and measures to separate them.
(e) Compliance with all relevant laws or regulations related to communicable diseases, including:
   1. Bloodborne pathogen mandates including but not limited to (WAC 296-823-110 et seq.):
Communicable Diseases

(a) The identification of positions with the potential for exposure.
(b) Measures to eliminate or minimize occupational exposure and how members will be informed of those measures.
(c) A plan for the distribution and use of personal protective equipment (PPE) related to communicable diseases.
(d) Directions for appropriate labeling of contaminated items.
(e) Rules regarding worksite maintenance.
(f) Rules regarding waste.
(g) Confidentiality requirements and medical protocols.
(h) Maintenance of training and medical records.

2. The Washington Industrial Safety and Health Act (RCW 49.17.010 et seq.; WAC 296-800-110 et seq.).

3. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

The ECO should also act as the liaison with the Washington Division of Occupational Safety and Health (DOSH) and may request voluntary compliance inspections. The ECO should annually review and update the exposure control plan and review implementation of the plan (WAC 296-823-11010).

1015.4 EXPOSURE PREVENTION AND MITIGATION

1015.4.1 GENERAL PRECAUTIONS
All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or office vehicles, as applicable.
(b) Wearing office-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
(e) Using an appropriate barrier device when providing CPR.
(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
Communicable Diseases

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of bio hazardous waste appropriately or labeling bio hazardous material properly when it is stored.

1015.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (WAC 296-823-130).

1015.5 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training shall include the mandates provided in WAC 296-823-12005 et seq. and:

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Shall provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

1015.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member’s written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1015.7 POST EXPOSURE

1015.7.1 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO (WAC 296-823-16010). If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member’s supervisor to ensure testing is sought.
Communicable Diseases

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) In the event that consent cannot be obtained, by contacting the local health authority who may pursue testing of the source individual for HIV or other communicable diseases (RCW 70.24.340; WAC 246-100-205).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the Prosecutors Office to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1015.7.2 COUNSELING
The Office shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (WAC 296-823-16005).

1015.7.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Office members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary (WAC 296-823-16005).

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1015.7.4 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (WAC 296-823-16005):

(a) Name and Social Security number of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused
Communicable Diseases

(g) PPE in use at the time of the incident
(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

1015.7.5 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
(b) Obtain medical attention as appropriate.
(c) Notify a supervisor as soon as practicable.

Daytime Hours: US Health Works is the Snohomish County Designated provider for occupational exposures. During daytime hours (0700-1800) Monday – Friday, employees should seek post-exposure treatment at the following location:

US Health Works
3726 Broadway, Suite 101  Everett (425) 259-0300 or
4320 196th ST SW, Ste D, Lynnwood (425-774-8758) or
3101 111th ST SW, Unit T & U, Everett (425-267-0299)

Non-daytime Hours: If the exposure incident occurs during non-daytime hours, the employee must call the US Health Works 24/7 Physician Consultation Health Line at (800) 927-8770 or (888) 370-0738 for an initial consultation and instructions on the appropriate steps to take.

The employee’s supervisor shall utilize the Blood Borne Packet (BBP) provided by US Health Works and follow the steps provided in the packet.
Smoking and Tobacco Use

1017.1 PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Snohomish County facilities or vehicles.

For the purposes of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1017.2 POLICY
The Snohomish County Sheriff's Office recognizes that tobacco use is a health risk and can be offensive to others.

Smoking and tobacco use also presents an unprofessional image for the Office and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all county facilities, buildings and vehicles, and is further outlined in this policy (RCW 70.160.030).

1017.3 SMOKING AND TOBACCO USE
Smoking and tobacco use by members is prohibited anytime members are in public view representing the Snohomish County Sheriff's Office.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside County facilities and vehicles.

1017.4 ADDITIONAL PROHIBITIONS
No person shall smoke tobacco products within 25 feet of a main entrance, exit or operable window of any building (RCW 70.160.075).

1017.4.1 NOTICE
The Sheriff or the authorized designee shall ensure that proper signage prohibiting smoking is conspicuously posted at each entrance to office facilities (RCW 70.160.050).
Personnel Complaints

1019.1 PURPOSE AND SCOPE
This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Snohomish County Sheriff's Office. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1019.2 POLICY
The Snohomish County Sheriff's Office takes seriously all complaints regarding the service provided by the Office and the conduct of its members.

The Office will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law, municipal and county rules and the requirements of any memorandum of understanding or collective bargaining agreements.

It is also the policy of this Office to ensure that the community can report misconduct without concern for reprisal or retaliation.

1019.3 EARLY IDENTIFICATION AND INTERVENTION SYSTEM (EIIS)
The primary goal of the Early Identification and Intervention System (EIIS) is to allow management to intervene, utilizing counseling or training, when an employee has been identified as having problematic behavior. As an early response, management will intervene before such an employee is in a situation that warrants formal disciplinary action. The EIIS will alert management to those individuals who have three indicators in a quarter, or four or more in a year.

Indicators, such as citizen complaints, (including sustained, non-sustained, and undetermined findings), firearms discharge, use-of-force reports, civil litigation, resisting arrest incidents, and vehicle damage may be selection criteria for identifying problematic pattern behavior. Including non-sustained and undetermined citizen complaints in the EIIS will give management a broader base to help identify potential employees for early intervention. The intervention is not discipline, but counseling, provided in order to correct behavior before the employee’s conduct merits formal discipline. Many non-sustained complaints are inconclusive, especially when the citizen is the only witness and there is no corroborating evidence.

Intervention should consist of a counseling session or training class provided by the employee’s immediate supervisor. The counseling or training should be documented on a Performance Incident Report (PIR) in accordance with the Performance Evaluation Standard Operating Procedure.

Post intervention monitoring should take place following any counseling or training session. The post intervention meetings between the employee and their immediate supervisor shall take place at 14, 30, and 60 days after the intervention and documented on a PIR.
Personnel Complaints

1019.4 PERSONNEL COMPLAINTS
Personnel complaints include an allegation of circumstances describing act(s) or failure(s) to act, that if proven true, would constitute a violation of office policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate office policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Office.

1019.4.1 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any office member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1019.5 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1019.5.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the sheriff's facility and be accessible through the office website. Forms may also be available at other County facilities. Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1019.5.2 ACCEPTANCE
All complaints will be courteously accepted by any office member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant and initiate the personnel complaint form. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.
Personnel Complaints

1019.6 DOCUMENTATION
Supervisors shall ensure that all personnel complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

Copies of all complaints shall be sent to OPA for logging and tracking in a database. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Office should audit the log and send an audit report to the Sheriff or the authorized designee.

1019.7 ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

1019.7.1 SUPERVISOR RESPONSIBILITIES
In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Sheriff or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any personnel complaint, a complaint form is completed.

1. The original complaint form will be directed to the supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.

2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Bureau Commander or the Sheriff, who will initiate appropriate action.

(b) Responding to all complaints in a courteous and professional manner.

(c) Follow-up contact with the complainant should be made within 24 hours of the Office receiving the complaint, if possible, or as soon thereafter.

1. If the matter is resolved and no further action is required, the supervisor will note the resolution on the complaint form and forward the form to their supervisor for concurrence and closure.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Under Sheriff and Sheriff are notified via the chain of command as soon as practicable.
(e) Notification through the chain of command direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Informing the complainant of the investigator’s name and contact information.

(g) Investigating a complaint as follows:
   1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
   2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(h) Ensuring that the procedural rights of the accused member are followed in accordance with policy and current labor agreements.

(i) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1019.7.2 ADMINISTRATIVE INVESTIGATION PROCEDURES
Whether conducted by a supervisor or a member of the Office of Professional Accountability, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated as per their labor agreement.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Snohomish County Sheriff's Office or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers. Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

(g) The interviewer should audio record all interviews of employees and witnesses, whenever possible. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview shall be provided to the employee prior to any subsequent interview.

(h) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
(i) All employees shall provide complete and truthful responses to questions posed during interviews.

(j) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

(k) An employee covered by civil service shall be provided a written statement of all accusations with a duplicate statement filed with the civil service commission if the employee is facing disciplinary removal, suspension, demotion or discharge. (RCW 41.12.090; RCW 41.14.120).

1019.7.3 EMPLOYEE RIGHTS AND RESPONSIBILITIES

(a) All employees are required to cooperate in any internal investigation. Employees shall answer all questions truthfully and completely.

(b) Employees must submit to any lineup, photo, ballistics, chemical or other tests (excluding polygraph) legally requested by a supervisor or member of the Office of Professional Accountability.

(c) Employees who fail to cooperate in any internal investigations are subject to disciplinary action.

(a) When any employee is under investigation and subjected to interrogation, such interrogation shall be conducted under the following conditions:

(a) All interrogations shall be conducted at a reasonable hour, preferably when the employee is on duty, or during the normal waking hours for that employee, unless the seriousness of the investigation requires otherwise. If such interrogation does occur during the employee’s off duty time, the employee shall be compensated in accordance with the prevailing labor agreement.

(b) All employees shall be advised of the nature of the investigation prior to any interrogation.

(c) The employee shall be advised of the name and rank of the officer in charge of the interrogation and the names and ranks of all persons present during the interrogation.

(d) All interrogations shall be for a reasonable period of time, taking into consideration the seriousness and complexity of the issue being investigated. The employee shall be allowed access to a telephone, reasonable meal breaks and rest periods.

(e) In the course of any interrogation or questioning, the employee has the right to be accompanied by a representative of the bargaining unit, if requested. If the employee decides not to have a union representative, they may have any one adult of the employee’s choosing. This person may attend for the purpose of providing counsel to the employee.
(b) The Office shall not cause the employee under investigation to be subjected to visits by the press or news media without the employee’s consent.

(c) The employee’s home address, telephone number, and/or photograph shall not be given to the media without the employee’s consent.

1019.7.4 ADMINISTRATIVE INVESTIGATION FORMAT
Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1019.7.5 DISPOSITIONS
Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - The complainant admits to making a false allegation, the accused employee was not involved in the incident, or the incident did not occur.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Non sustained -

(a) Cleared: there is sufficient evidence to provide the allegation is false or is not supported by the facts.

(b) Inconclusive: There is insufficient evidence to either prove or disprove the allegation.

(c) The investigation revealed that the employee committed a violation(s) other than the original allegation(s). A new allegation would be alleged and findings made.

Sustained - When the investigation discloses sufficient evidence to establish that the employee committed one or more of the alleged act(s) and that the employees act(s) constituted misconduct.

Undetermined This may involve but is not limited to the following;
Personnel Complaints

(a) The complainant withdraws the complaint
(b) The complainant cannot be located
(c) The complainant is uncooperative
(d) The accused member separates from the office before the conclusion of the investigation.

1019.7.6 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within four (4) working days at each level of review, unless an extension is granted by the Bureau Chief in the employee’s chain of command. A completed investigation must be accomplished within the time lines established by the accused members current labor contract, unless the Sheriff or his designee grants an extension.

Once the investigation process has been completed the assigned investigator or supervisor shall notify the complainant of the disposition of their complaint. If possible, the notification should be in writing.

1019.8 ADMINISTRATIVE SEARCHES
Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct, excluding personal items/containers, except as provided by law. The employee should be notified of such a search in a reasonable period of time.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1019.9 ADMINISTRATIVE LEAVE
When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Office, the Sheriff or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any office badge, identification, assigned weapons and any other office equipment.
(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.
(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.
1019.10 CRIMINAL INVESTIGATION
Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Sheriff shall be notified as soon as practicable when a member is accused of criminal conduct. The Sheriff may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian.

The Snohomish County Sheriff's Office may release information concerning the arrest or detention of any member, including a deputy, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1019.11 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES
The purpose of the review process is to ensure that the supervisor charged with proper authority to decide the finding and impose discipline has had their decision reviewed by the next higher level. The listed steps shall be followed:

(a) The supervisor investigating the allegations shall provide a summary of facts and make a recommendation of finding.

(b) If sustained, the supervisor shall make a recommendation of discipline based on culpability standards and the discipline matrix. Supervisors shall be required to investigate prior discipline imposed by contacting the OPA sergeant. Prior incidents will be considered when consulting the discipline matrix.

(c) Completed investigation and recommendation shall be forwarded to the next supervisor in the chain of command for review and concurrence.

(d) Before discipline is imposed the supervisor with authority to administer discipline shall have the concurrence of their immediate supervisor.

(e) Completed investigations and discipline shall be forwarded through the chain of command. The completed case shall be sent to the OPA for filing.

The Office of Professional Accountability shall be responsible for investigating alleged significant or complex cases of misconduct by employees. The Office of Professional Accountability shall be responsible for review of all employee involved shooting or other incidents where potential lethal force was used. All Internal Investigations shall be conducted in accordance with the Internal Investigations Standard Operating Procedure. Upon completion, the final report shall be forwarded, without recommendation, to the appropriate Bureau Chief. The Bureau Chief shall ensure the investigation is complete then forward it to the Undersheriff.

1019.11.1 BUREAU COMMANDER RESPONSIBILITIES
Upon receipt of any completed personnel investigation, the Bureau Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.
The Bureau Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Sheriff, the Bureau Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Sheriff, the Bureau Commander shall include all relevant materials supporting the recommendation. Actual copies of a member’s existing personnel file need not be provided and may be incorporated by reference.

1019.11.2 SHERIFF RESPONSIBILITIES
Upon receipt of any written recommendation for disciplinary action, the Sheriff or his designee shall review the recommendation and all accompanying materials. The Sheriff may modify any recommendation and/or may return the file to the Bureau Commander for further investigation or action.

Once the Sheriff is satisfied that no further investigation or action is required by staff, the Sheriff or his designee shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Sheriff or his designee shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Sheriff in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Sheriff within five days of receiving the notice.

   (a) Upon a showing of good cause by the member, the Sheriff may grant a reasonable extension of time for the member to respond.

   (b) If the member elects to respond orally, the presentation may be recorded by the Office. Upon request, the member may be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Sheriff shall consider all information received in regard to the recommended discipline. The Sheriff shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Sheriff has issued a written decision, the discipline shall become effective.

1019.12 PRE-DISCIPLINE EMPLOYEE RESPONSE
The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the supervisor making the disciplinary decision on the matter, after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The supervisor holding a pre-disciplinary review shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.
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(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Sheriff to consider.

(d) In the event that the Sheriff elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Sheriff on the limited issues of information raised in any subsequent materials.

1019.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE
In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1019.14 PROGRESSIVE DISCIPLINE PHILOSOPHY

(a) When discipline is deemed appropriate, it is the policy of this Office to use a progressive system. The steps of progressive discipline are listed below, however, the principles of progressive discipline do not require that every step in the continuum be administered, or that discipline be initiated at any particular step. For example, in the event of an employee committing a crime, the Sheriff or his designee may find suspension or termination as the only appropriate sanction and not administer any lesser form of discipline.

(b) Discipline shall be for cause and shall follow the basic concepts of due process as established elsewhere by administrative procedures and labor agreements and shall be in accordance with RCW 41.14.110, 41.14.120, and Snohomish County Civil Service Rules 12.1, 12.2.

(c) In the interest of fairness, an employee’s work history and performance shall be considered in conjunction with any information presented by the employee in a pre-disciplinary hearing. For these reasons, the level of discipline administered to one employee may not be identical to the level of discipline administered to another under similar circumstances.

(d) Complaints involving possible criminal violations may be referred to the Prosecutor’s Office for criminal charges.

(e) Employees are subject to office disciplinary action as well as sanctions imposed by any court of competent jurisdiction.
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1019.14.1 STEPS OF PROGRESSIVE DISCIPLINE
   (a) Verbal Reprimand.
   (b) Written Reprimand.
   (c) Loss of leave.
   (d) Suspension without pay.
   (e) Demotion (if applicable).
   (f) Termination.

1019.14.2 ADMINISTERING DISCIPLINE
Verbal reprimands may be issued by a person holding the rank of Sergeant or equivalent civilian position, or above.

Written reprimands may be issued by a person holding the rank of Lieutenant or equivalent civilian position, or above.

Loss of leave or suspensions without pay (up to three days) may be issued by a person holding the rank of Captain or equivalent civilian position, or above.

Loss of leave or suspension without pay (in excess of three days) may be issued by a person holding the rank of Bureau Chief, or above.

Discipline involving demotion or termination shall be issued by the Sheriff or his designee.

Prior to the issuance of a suspension, demotion or termination, the supervisor with the authority to impose discipline shall take the following action:
   (a) The supervisor shall serve a pre-disciplinary letter on the subject employee.
   (b) The pre-disciplinary letter shall describe the allegations against the subject employee and the potential discipline.
   (c) The pre-disciplinary letter shall notify the subject employee of the date, time and location of the hearing. Attempts should be made to have the hearing at a time and date close to the employees work schedule.
   (d) The supervisor shall consider information provided by the employee at the pre-disciplinary hearing prior to imposing discipline. (To avoid the appearance of predisposition, discipline should be imposed at a separate hearing)

Supervisors with the authority to impose a written reprimand are encouraged to take the above steps.

1019.15 DISCIPLINE MATRIX
Public Trust is a paramount objective of the Sheriff’s Office. A violation of this trust affects our ability to provide service to our communities. Discipline serves as a tool for conformance to policy
Personnel Complaints

and procedures. The Discipline Matrix is used as a guide to ensure fairness and consistency. The severity of the conduct should be consistent with the discipline imposed.

The Matrix is divided into three Grades that represent severity of conduct and number of offenses over a 24 month period. Within each Grade is a range of discipline. The result of the employees conduct will be the determinant of the Grade. Culpability Factors will be utilized to determine the discipline imposed within the Grade.

In cases with multiple offenses, the most serious offense will determine the grade.

Definitions:

Grade 1. Minor policy violations: No potential for loss of life, injury or property damage, loss of reputation, criminal charges, or civil litigation. Collisions found to be preventable in which there is no or minor injury and/or minor damage should be considered to fall within this grade.

Grade 2. Moderate policy violations: Potential loss of life, injury or property damage, loss of reputation, criminal charges or civil litigation. Collisions found to be preventable with significant injuries and/or significant property damage should be considered to fall within this grade.

Grade 3. Major policy violations: Actual loss of life, injury, significant property damage, loss of reputation, insubordination, criminal charges, or civil litigation. Collisions found to be preventable are excluded from this grade as a stand-alone violation.

| Any single event or combination of events in 24 consecutive months |
|---|---|---|
| 1st Offense | 2nd Offense | 3rd Offense |
| Grade 1 | Grade 2 | Grade 3 |
| Verbal Reprimand | One Year Written Reprimand to Three Year Written Reprimand | Two Year Written Reprimand to Five Year Written Reprimand |
| to One Year Written Reprimand | | |

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<th>Grade 2</th>
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<td><strong>One Year</strong></td>
<td><strong>Three Days</strong></td>
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<td><strong>Written Reprimand</strong></td>
<td><strong>Loss of Leave/Suspension</strong></td>
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<td><strong>Three Days Loss of Leave/Suspension</strong></td>
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<td><strong>Seven Day Loss of Leave/ Suspension</strong></td>
<td><strong>Demotion / Termination</strong></td>
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<td><strong>14 Day Loss of Leave/Suspension</strong></td>
<td><strong>Demotion / Termination</strong></td>
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The matrix above will determine the range of discipline for sustained allegations.

Depending on the employees disciplinary record, the new allegation(s) may fall within the first offense of the next higher Grade as defined in the Office of Professional Accountability SOP.

**1019.16 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary employees have the right to appeal discipline. The employee has the right to appeal using the procedures established by any collective bargaining agreement, memorandum of understanding and/or personnel rules.

In the event of punitive action against an employee covered by civil service, the appeal process shall be in compliance with RCW 41.12.090 and RCW 41.14.120.

**1019.17 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.
Personnel Complaints

Unless otherwise defined in a collective bargaining agreement, any probationary period may be extended at the discretion of the Sheriff in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

1019.18  RETENTION OF PERSONNEL INVESTIGATION FILES
All personnel complaints shall be maintained in accordance with state law and the established records retention schedule and as described in the Personnel Files Policy.

1019.19  NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION (CJTC) CERTIFICATION BOARD
Upon termination of a peace officer for any reason, including resignation, the Office shall, within 15 days of the termination, notify the CJTC on a personnel action report form provided by the commission. The Office shall, upon request of the CJTC, provide such additional documentation or information as the commission deems necessary to determine whether the termination provides grounds for revocation of the peace officer’s certification (RCW 43.101.135).
Seat Belts

1021.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in office vehicles.

1021.1.1 DEFINITIONS
Definitions related to this policy include:

**Child restraint system** - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 and RCW 46.61.687(6).

1021.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1021.3 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this office while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Office, are properly restrained (RCW 46.61.688; RCW 46.61.687).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the office member or the public. Members must be prepared to justify any deviation from this requirement.

1021.4 TRANSPORTING CHILDREN
A child restraint system shall be used for all children of an age, height or weight for which such restraints are required by law (RCW 46.61.687).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.
1021.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any office vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints (WAC 204-41-030).

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1021.6 INOPERABLE SEAT BELTS
Office vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Office vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Sheriff. Use of a seatbelt extender does not constitute a modification.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1021.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1021.8 VEHICLE AIRBAGS
In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.
Body Armor

1023.1 PURPOSE AND SCOPE
Practical safety measures should be used to reduce the risks and hazards associated with police work. The Office provides soft body armor for personnel in an effort to improve safety.

1023.2 BODY ARMOR
Soft body armor vests are issued to all sworn personnel because they have been shown to be effective in reducing deaths and serious injuries. All personnel engaged in law enforcement duties while wearing the Office uniform, including off duty employment, will wear the soft body armor issued by this Office. Body Armor is on a 5-year rotation cycle. It is the employee’s responsibility to notify the Quartermaster when expiration occurs in accordance with the manufacturer’s date located on the ballistic panel.

1023.2.1 USE OF SOFT BODY ARMOR
When deputies are assigned to a SWAT operation, stakeouts, service of arrest and / or search warrant(s), or, are serving a search warrant at a location where there is reason to believe a felony suspect may be present, the wearing of a body armor is mandatory. Body Armor must also be used when making planned investigative contacts with individuals known to have a propensity for violence or have a history or being armed and considered dangerous.

Body armor must be either office-issued or office-approved.

A stakeout, for purposes of this section, is a pre-planned event where time and practicality allow deputies to put on body armor in anticipation of encountering armed or dangerous suspects or circumstances.

Personnel engaged in undercover investigations shall have discretion in wearing or not wearing soft body armor for those undercover situations where its deployment would jeopardize either the operation or the undercover identity of those personnel.
Personnel Files

1025.1 PURPOSE AND SCOPE
This policy governs the maintenance, retention, and access to the personnel files of employees in accordance with established law. The personnel records of all employees contain confidential information and shall not be released or information disclosed from them except as prescribed below. This policy applies to all past and current personnel (RCW 42.56.230).

1025.2 PERSONNEL FILES DEFINED
Personnel records - Any file maintained under an individual's name by his/her employing agency and containing records to any of the following:

(a) Personal data, including marital status, family members, educational and employment history, or similar information.
(b) Medical or psychological history.
(c) Election of employee benefits or affiliations.
(d) Employee advancement, appraisal, discipline, training or employee performance reports.
(e) Complaints, or investigations of complaints against the employee alleging misconduct or performance deficiencies, whether filed by a citizen, another agency or department.
(f) Any dispositions of such complaints.
(g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1025.3 PERSONNEL RECORD LOCATIONS
Employee records will generally be maintained in any of the following:

Office File - That file which is maintained in the office of the Sheriff as a permanent record of an employees' service with this office.

Division File - Any file that is separately maintained internally by an employee's supervisor for the purpose of completing timely performance evaluations.

Supervisor Log Entries - Any written comment, excluding actual performance evaluations, made by a supervisor concerning the conduct of an employee of this office.

Training File - Any file which documents the training records of an employee.

Internal Affairs Files - Those files that contain complaints of employee misconduct and all materials relating to the investigation into such allegations, regardless of disposition.
Personnel Files

Medical File - That file that contains only medical information relating to an employee’s ability to perform the essential functions of his/her job or other health-related matters. This file is maintained separately from any other files.

Pre-employment personnel files, including background information psychological and polygraph results, will also be maintained in the office of the Sheriff or his/her designee or by the Personnel Development Division. Such files shall be kept separately from other personnel files.

All employee records will be secured and available only to persons authorized to access such information.

1025.4 REQUESTS FOR DISCLOSURE OF PERSONNEL FILES
Requests for the disclosure of any information contained in any personnel record may be made by mail, email, fax or orally. Since the format of such requests may be strictly governed by law with specific responses required, all such requests shall be promptly brought to the attention of the custodian of records or other person charged with the maintenance of such records (WAC 44-14-03006).

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, in accordance with applicable law. In many cases this will require the assistance of legal counsel, as the disclosure of personnel, medical and similar files can constitute an unwarranted invasion of personnel privacy or be subject to other protections.

All requests for disclosure that result in access to an employee's personnel file shall be logged in the corresponding file.

1025.4.1 SUBPOENAS
Personnel files may be subpoenaed by a third party. If employment records are subpoenaed under state authority the employee may be notified and has the right to object to production of the records under certain circumstances.

Any subpoena duces tecum should be promptly provided to a supervisor for review and processing. While a subpoena duces tecum may ultimately be subject to compliance it is not an order from the court that will automatically require the release of the requested information.

All questions regarding compliance with any subpoena or subpoena duces tecum should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

1025.4.2 RELEASE OF CONFIDENTIAL INFORMATION
Except as provided by this policy or pursuant to lawful process, information contained in any personnel file shall not be disclosed to any unauthorized person without the prior written consent of the involved employee, written authorization of the Sheriff or the authorized designee, or unless otherwise required by law.
Any person who willfully, maliciously, and with the intent to obstruct justice or the due administration of the laws, publishes, disseminates or otherwise discloses confidential personnel information without legal authority may be subject to prosecution and disciplinary action.

1025.5 EMPLOYEE ACCESS TO OWN FILE

Any employee may request access to his/her own personnel file during normal business hours. The request should be directed to the individual responsible for maintaining such files. Any employee seeking the removal of any item from his/her personnel file shall file a written request to the Sheriff through the chain of command. The Office may thereafter remove any such item if appropriate, or within 30 days provide the employee with a written explanation as to why the contested item will not be removed. If the contested item is not removed, the employee's request and the office's written response shall be retained with the contested item in the employee's personnel file (RCW 49.12.240).

Employees may be restricted from accessing files containing:

(a) Ongoing internal affairs investigations to the extent that it could jeopardize or compromise the investigation pending final disposition or notice of the employee of the intent to discipline.

(b) Confidential portions of the internal affairs files that have not been sustained against the employee.

(c) Records relating to the investigation of a possible criminal investigation.

(d) Letters of reference.

(e) Ratings, reports or records that were obtained prior to the employee's employment.

(f) Ratings, reports or records that were prepared by identifiable examination committee members, or were obtained in connection with a promotional exam; this includes test questions, scoring keys and other examination data used for employment.

Employees, former employees and job applicants, upon request, may receive a copy of any instrument the person signed that is related to his/her application or employment.

1025.6 TYPES OF PERSONNEL FILES

Employee personnel files can be located in any of the following places:

1025.6.1 OFFICE FILE

The Office file should contain, but is not limited to, the following:

(a) Performance evaluation reports regularly completed by appropriate supervisors and signed by the affected employee shall be maintained according to the Washington State Archival Code governing retention.

(b) Records of all training (original or photocopies of available certificates, transcripts, diplomas and other documentation) and education:
Personnel Files

1. It shall be the responsibility of the involved employee to provide the Personnel Development Division or immediate supervisor with evidence of completed training/education in a timely manner.

2. The Personnel Development Division or supervisor shall ensure that copies of such training records are placed in the employee's office file.

(c) Disciplinary action;

1. Disciplinary action resulting from sustained internally initiated complaints or observation of misconduct shall be maintained in the individual employee's office file at least three years.

2. Investigations of complaints which result in a finding of not-sustained, unfounded or exonerated shall not be placed in the employee's office file, but will be separately maintained for the appropriate retention period in the internal affairs file.

(d) Adverse comments, such as supervisor log entries, may be retained in the office file or Bureau file, after the employee has had the opportunity to read and initial the comment, for a period of up to two years.

1. Any such employee response shall be attached to and retained with the original adverse comment.

2. If an employee refuses to initail or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination not shall it prohibit the entry of the adverse comment into the employee's file.

(e) Commendations shall be retained in the employee's office file, with a copy provided to the employee.

(f) Personnel action reports reflecting assignments, promotions and other changes in the employee's employment status shall be maintained in the office file.

1025.6.2 OFFICE OF PROFESSIONAL ACCOUNTABILITY FILE

Internal affairs file shall be maintained under the exclusive control of the Office of Professional Accountability in conjunction with the office of the Sheriff. Access to these files may only be approved by the Sheriff or the supervisor of the Office of Professional Accountability. These files shall contain:

(a) The complete investigation of all formal complaints of employee misconduct regardless of disposition.

1. Each investigation file shall be sequentially numbered within a calendar year (e.g., yy-001, yy-002).
Personnel Files

2. Investigation files arising from a complaint regarding any employee shall be maintained no less than two years.

(b) Investigations that result in other than a sustained finding shall be maintained for the minimum statutory period but may not be used by the Office to adversely affect an employee's career.

1025.6.3 DIVISION FILE
The Division File should contain, but is not limited to:

a. Supervisor log entries, notices to correct and other material intended to serve as a foundation for the completion of timely performance evaluation.

1. All materials in this interim file shall be made available to the employee during the evaluation period upon request.

2. Duplicate copies of items that will also be included in the employee's office file may be placed in this interim file in anticipation of completing any upcoming performance evaluation.

3. Once the permanent evaluation form has been finalized, the underlying foundation material and/or duplicate copies may be purged in accordance with this policy.

All rules of confidentiality and disclosure shall apply equally to the Division file

1025.6.4 TRAINING FILES
An individual training file shall be maintained by the Personnel Development Division for each employee. Training files will contain records of all training (original or photocopies of available certificates, transcripts, diplomas and other documentation) and education.

(a) It shall be the responsibility of the involved employee to provide the Personnel Development Division or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Personnel Development Division or supervisor shall ensure that copies of such training records are placed in the employee’s training file.

1025.6.5 MEDICAL FILE
The Medical file shall be maintained separately from all other files and should contain all documents relating to the employee’s medical condition and history, including but not limited to the following:

(a) Materials relating to medical leaves of absence.

(b) Documents relating to workers compensation claims or receipt of short or long term disability benefits.

(c) Fitness for duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
(d) Medical release forms, doctor’s slips and attendance records which reveal an employee’s medical condition.

(e) Any other documents or material which reveals the employee’s medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1025.7 PURGING OF FILES
All disciplinary files and investigations of complaints not pending litigation or other ongoing legal proceedings may be purged no sooner that two years from the underlying complaint date.

(a) Each supervisor responsible for completing the employee’s performance evaluation shall also determine whether any prior sustained disciplinary file should be retained beyond the statutory period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the applicable statutory period, approval for such retention shall be obtained through the chain of command from the Sheriff.

(c) During the preparation of each employee’s performance evaluation, all complaints and discipline should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. If, in the opinion of the Sheriff, a complaint or disciplinary action beyond the statutory retention period is no longer relevant, all records of such matter may be destroyed pursuant to resolution.

1025.8 BRADY MATERIAL IN PERSONNEL FILES
The purpose of this section is to establish a procedure for releasing potentially exculpatory information (Brady material) contained within personnel files.

If an employee is a material witness in a criminal case, a person or persons designated by the Sheriff may examine the subject deputy's personnel file to determine whether it contains Brady material.

Brady material includes all material evidence and facts that are reasonably believed to be exculpatory to any individual in a case (to impeach a witness, for example). Evidence or facts are considered material if there is a reasonable probability that they may affect the result of any criminal proceeding, including sentencing. If potential Brady material is located, the prosecuting attorney shall be notified.

Because a determination of what is or is not Brady material will often require legal or even judicial review, any questions should be resolved by the prosecuting attorney.

Prior to the release of any materials pursuant to this process, the custodian of records should request a protective order from the court limiting the use of such materials to the involved case and requiring the return of all copies upon completion of the case.
1025.9 CONFIDENTIALITY OF ALL PERSONNEL FILES

In general, unless stated by statutory exception, personnel files are subject to public disclosure. To the extent possible, all personnel records, whether or not subject to public disclosure, should be maintained as private records. Access to personnel files should be limited to only those local government employees who are needed to maintain the files and those who have a legitimate need for access or legal right to access. All of the personnel records listed in PERSONNEL RECORD LOCATIONS shall be deemed private, and access to such files will be limited to only those Office or county employees who are needed to maintain the files and those who have a legitimate need for access. Nothing in this section is intended to preclude review of personnel files by the County Executive, County Attorney, or other attorneys or representatives of the county in connection with official business.
Awards and Recognition

1028.1 POLICY
1. Fundamentally, law enforcement and corrections service awards publicly recognize and regard extraordinary, exceptionally meritorious or conspicuously outstanding acts of heroism and other acts which are above and beyond those normally expected. It shall be the policy of this Office to encourage the documentation of acts of exceptional performance involving extraordinary thoroughness, conscientiousness, determination, initiative, or personal risk and bravery by Office employees, citizens groups, or individual citizens. These acts represent an opportunity for review and possible award recognition to those qualified individuals by the Office Awards Board. Inasmuch, each report of meritorious service will be considered under the defined policy criteria for an appropriate award.

2. To qualify for any award, the nominee must demonstrate the utilization of proper procedures, as well as professional judgment in accomplishing the act. Nominees that performed such acts in either a reckless manner, without necessary regard to his/her personal safety (as circumstances dictate), or while unnecessarily endangering the safety of another shall not be eligible for award recognition.

1028.2 PURPOSE AND SCOPE
Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This procedure provides general guidelines for the commending of exceptional employee performance.

1028.2.1 DEFINITIONS:
Extraordinary: outside of or additional to the ordinary; exceptional, uncommon, remarkable
Above and beyond: more than is required; may precede the call of duty, which means exceeding what a particular job requires
Meritorious: deserving praise, reward, esteem, etc.; praiseworthy
Exceptional: unusually excellent; superior; extraordinary
Superior: above the average in excellence, merit; of higher grade or quality

1028.3 AWARDS BOARD

1028.3.1 AWARDS BOARD; MEMBERSHIP:
1. The Awards Board shall consist of the following members:

(a) 1. Bureau Chief,
2. Two Captain(s) or Lieutenant(s), one from law enforcement, one from corrections,
3. Three Patrol Deputy Sheriffs: one from the Patrol Division, one from the Special Operations Division, and one from the Investigations Division,
Awards and Recognition

4. Two Corrections Officers,
5. Director of Communications (Chairman),
6. Four Civilian employees, two from law enforcement and two from corrections, appointed by the Bureau Chief and/or Chairman.

1028.3.2 AWARDS BOARD; DUTIES:
1. The Awards Board shall meet as necessary to review and act upon any recommendations received. The board shall review all reports and documentation relative to the nominee’s performance during the incident being evaluated. The board may interview any witnesses and/or the nominee in person. There must be seven members in attendance to represent an acceptable review quorum.

2. Following review, board members will determine whether the performance of the nominee meets the criteria established for the award. In exercising its judgment, the board may decide to grant a higher award than that recommended in the original nomination. In instances where the recommendation fails to meet the required criteria for a specific award, the board may deny the award, or grant an award more commensurate to the circumstances.

3. A majority of affirmative votes shall be necessary to qualify an individual as an award recipient. If an award is granted, the Director of Communications will prepare an appropriate awards certificate and a copy will be placed in the nominee’s personnel file. If no award is approved, the originator will be notified of the decision by the Awards Board Chairman with appropriate explanation.

1028.3.3 AWARDS; DOCUMENTING INDIVIDUAL ACTS:
1. Any recommendations for Office awards shall be made and submitted on the Office Awards Recommendation Report form. The act, deed, or service shall be described clearly, and in sufficient detail so as to allow the Awards Board to fully understand (precisely) what occurred to justify the award.

2. Immediately following the event, or as soon as is reasonably possible, an Awards Recommendation Report, including all incident reports and statements, shall be prepared in duplicate and forwarded to the Chairman of the Awards Board.

   a. If the candidate for an award is an individual citizen or a citizen group, the report(s) or documentation shall be forwarded to the Chairman of the Awards Board in their original format.

3. If necessary, the originator of the report may be scheduled to appear before the Awards Board to support their recommendation.

4. Approved award recipient(s) who qualify for a medal (e.g. Life Saving Medal, Citizen Medal of Valor, etc.), may be awarded the medal as close to the qualifying event as possible. The award recipient(s) may then be presented with a certificate and metal commendation bar at the Annual Awards Ceremony.
Awards and Recognition

1028.4 AWARD PRESENTATION

1028.4.1 AWARDS PRESENTATION; COORDINATION:
1. The Director of Communications will be responsible for coordinating the awards program. These responsibilities shall include, but not be limited to, planning and scheduling award presentations, obtaining the appropriate awards and certificates as directed by the Awards Board, and coordinating the involvement of nominees, citizens, and the news media in award presentation ceremonies.

1028.4.2 AWARDS: ANNOUNCEMENT AND PRESENTATION
1. Following the Sheriff’s review of the Awards Board’s recommendations, a document will be published announcing all approved Office awards. These awards will be presented by the Sheriff, or a designee, at a public awards ceremony at a time and location specified by the Sheriff.
2. The Sheriff may identify other individuals that may be invited to participate in the ceremony (i.e., County Executive, County Council members, etc.).

1028.4.3 AWARDS: DISPLAYING
1. The wearing of an award shall be at the Deputy’s discretion.
2. A deputy, who has earned an award through previous employment with another law enforcement or corrections agency, may display such an award on their uniform after obtaining prior approval from the Sheriff or his/her designee. Such requests shall be made in writing to a supervisor, and be forwarded via the chain of command.

1028.5 AWARD GUIDLINES

1028.5.1 SHERIFF’S CITATION AWARD
1. The Sheriff’s Citation may be conferred upon Office personnel, volunteers, or citizens at the discretion of the Snohomish County Sheriff. No Awards Board approval is required.

Sheriff’s Citation; Awards:

1. The recipients of the Sheriff’s Citation award will receive:
   a. A certificate suitably inscribed to recount in some detail the act for which the award is given.
   b. A Sheriff’s Citation plaque accompanying the certificate with the date the citation was given.
   c. For uniformed personnel, a gold medallion inscribed with the award recipient’s name and the date of the incident.
      1. A metal commendation bar approximately 3/8” x 1”; made of five enamel colored panels with a gold colored boundary.
Awards and Recognition

2. The bar may become a permanent part of the uniform and may be worn on the right side of the shirt or dress blouse, centered ¼” above the name plate.

1028.6 DISTINGUISHED SERVICE MEDAL
1. The Distinguished Service Medal may be conferred upon Office personnel who distinguish themselves and further the high traditions of the Sheriff’s Office with extraordinary acts of bravery or heroism, above and beyond that normally expected in the line of duty. The nominee must have displayed extreme courage by consciously placing his or her own safety in immediate peril by performing an act considered above and beyond the normal demands of their service.

Distinguished Service Medal; Awards:
1. The recipients of the Distinguished Service Medal award will receive:
   a. A certificate suitably inscribed to recount in some detail the act for which the award is given.
   b. A gold medallion inscribed with the award recipients name and the date of the incident.
      1. A metal commendation bar approximately 3/8” x 1”; made of five enamel colored panels with a gold colored boundary.
      2. The bar may become a permanent part of the uniform and may be worn on the right side of the shirt or dress blouse, centered ¼” above the name plate.

1028.7 MERITORIOUS SERVICE MEDAL
Meritorious Service Medal; Requirements:
1. The Meritorious Service Medal will be awarded to any member of the Office who, while serving in his/her official capacity, distinguishes themselves by meritorious achievement or meritorious service. The degree of merit need not be unique, but must be exceptional and superior. Acts of courage or life saving, which do not meet the voluntary risks of life requirements for the Distinguished Service Medal, may be considered for award of the Meritorious Service Medal.

Meritorious Service Medal; Awards:
1. The recipient of the Meritorious Service Medal award will receive:
   a. A certificate suitably inscribed to recount in some detail the act for which the award is given.
   b. A gold medallion inscribed with the recipient’s name and date of the incident.
      1. A metal commendation bar approximately 3/8” x 1”; made of five enamel colored panels with a gold colored boundary.
      2. The bar may become a permanent part of the uniform and may be worn on the right side of the shirt or dress blouse centered ¼” above the name plate.
Awards and Recognition

1028.8  PURPLE HEART
Purple Heart; Requirements:

1. The Purple Heart award may be conferred upon uniformed Office personnel who, while on
duty, performing in a law enforcement or corrections capacity, have been killed or seriously
wounded. For purposes of this award, a wound is defined as injury to any part of the body from
an outside force or agent, sustained while performing law enforcement or corrections functions.
A physical lesion is not required, provided the concussion or other form of injury required
hospital treatment. In those cases where the serious wound was not inflicted by a deadly or
dangerous weapon, the final determination shall be made by the Awards Board. This formal
criterion does not automatically qualify an individual for the award.

Purple Heart; Awards:

1. The recipient of the Purple Heart award shall receive:
   a. A certificate suitably inscribed to recount in some detail the reason the award was given.
   b. A gold medallion with a purple star inscribed with the recipient’s name and date of the
      incident.
   c. A bar, purple in color approximately ¼” x 1”.
      1. The bar may become a permanent part of the uniform centered approximately ¼”
         above the right shirt pocket.

1028.9  LIFE SAVING MEDAL
Life Saving Medal; Requirements:

1. The Life Saving Medal may be conferred upon Office Personnel and private citizens who
voluntarily distinguish themselves and further the highest traditions of the Sheriff’s Office,
performed an extraordinary physical act or rendered life saving techniques to aid in the
preservation of human life.

Life Saving Medal; Awards:

1. The recipient of the Life Saving Award shall receive a certificate, suitably inscribed to recount
in some detail the reason the award was given.
   a. For uniformed personnel, the recipient shall also receive:
      1. A gold medallion inscribed with the recipients name and date of the incident, and
      2. A metal commendation bar approximately 3/8” x 1 1/2”; made of three enamel
         colored panels (colored red, white, and blue) with a gold colored boundary.
      3. For non-uniformed personnel and private citizens (only), the recipient shall also
         receive a framed certificate of award.
Awards and Recognition

1028.10  CITIZEN MEDAL OF VALOR
Citizen Medal of Valor; Requirements:

1. The Medal of Valor may be awarded to private citizens who voluntarily distinguish themselves with an extraordinary act of bravery or heroism, performed at the risk of personal injury, above and beyond that which is normally expected. The nominee must have been fully aware of the risk to their personal safety and have acted without putting others in harm’s way.

Citizen Medal of Valor; Award:

1. The recipient of the Citizen Medal of Valor Award shall receive:
   a. A certificate suitably inscribed to recount in some detail the reason the award was given.
   b. A gold medallion inscribed with the recipient’s name and date of the incident.

1028.11  DEPUTY OF THE YEAR
Deputy of the Year; Requirements:

1. The Deputy of the Year award may be awarded to any person holding the rank of deputy who is assigned to a uniformed position and who has served the Office in the past year in an outstanding substantive manner. The award is presented to an individual who has constantly performed his/her job in a manner which is highly reflective of professionalism. Some areas for consideration include low or no use of sick leave, continued self-improvement on and off the job, and consistent outstanding performance on the job.

Deputy of the Year; Awards:

1. The recipient of the Deputy of the Year award shall receive the Meritorious Service Medal as per Section 1028.7.

   The plaque accompanying the Meritorious Service Medal shall prominently display the words “Deputy of the Year” and the year for which the award is given.

1028.12  CORRECTIONS DEPUTY OF THE YEAR
Corrections Deputy of the Year; Requirements:

1. The Corrections Deputy of the Year Award may be awarded to any corrections deputy who has served the Office in the past year in an outstanding substantive manner. The award is presented to an individual who has constantly performed his or her job in a manner which is highly reflective of professionalism. Some areas for consideration include low or no use of sick leave, continued self-improvement on and off the job, and consistent outstanding performance on the job.

Corrections Deputy of the Year; Awards:

1. The recipient of the Corrections Deputy of the Year award shall receive the Meritorious Service Medal as per Section 1028.7.
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2. The plaque accompanying the Meritorious Service Medal shall prominently display the words “Corrections Deputy of the Year” and the year for which the award is given.

1028.13 DETECTIVE OF THE YEAR
“Deputy Sheriff Joseph W. Ward” Detective of the Year Award; Requirements:

1. The Detective of the Year award may be awarded to any detective of the Office who has served the Office in the past year in any assigned investigative function or unit in an exemplary manner. The award is presented to an individual who has consistently performed his/her job in a manner which is highly reflective of professionalism. Some areas for consideration include continued self and team improvement, display of compassion, support and advocacy for crime victims, exceptional and consistent investigative skills, case file management skills and case preparation skills.

“Deputy Sheriff Joseph W. Ward” Detective of the Year; Awards:

1. The recipient of the Detective of the Year award shall receive the Meritorious Service Medal as per Section 1028.7.

2. The plaque accompanying the Meritorious Service Medal shall prominently display the words “Detective of the Year” and the year for which the award is given.

1028.14 SERGEANT JOHN TAYLOR SUPERVISOR OF THE YEAR AWARD
Sergeant John Taylor Supervisor of the Year Award; Requirements:

1. The Sergeant John Taylor Supervisor of the Year award may be awarded to any commissioned or non-commissioned (civilian) supervisor of the Office who has served in the past year as a supervisor in an exemplary manner. For commissioned supervisors the award can only be conferred on the ranks of Sergeant, Lieutenant, or Captain. The award is presented to the supervisor, (first line supervisor or above) who has consistently performed his/her job in a manner which is highly reflective of professionalism and leadership. Some areas for consideration include continued self and team improvement, mentoring, inspiring or demonstrating positive morale, and consistently demonstrating the values of this office.

Sergeant John Taylor Supervisor of the Year; Award:

1. The recipient of the Sergeant John Taylor Supervisor of the Year award shall receive the Meritorious Service Medal as per Section 1028.7.

2. The plaque accompanying the Meritorious Service Medal shall prominently display the words “Supervisor of the Year” and the year for which the award is given.

1028.15 EMPLOYEE OF THE YEAR
Employee of the Year; Requirements:

1. The Snohomish County Sheriff's Office Civilian Employee of the year award may be awarded to a civilian or limited commission employee who has served the office in the
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past year in an outstanding and substantive manner. The award is presented to an individual who has constantly performed his/her job in a manner which is highly reflective of professionalism. Some areas of consideration include low or no use of sick leave, continued self-improvement on and off the job, and consistent outstanding performance on the job.

Employee of the Year; Awards:

1. The recipient of the Employee of the Year Award shall receive:
   a. A plaque for presentation to the recipient on which is engraved "Employee of the Year" the year of the award and the employee's name.

1028.16  CLARENCE ROBERTSON RESERVE DEPUTY OF THE YEAR

Clarence Robertson Reserve Deputy of the Year; Requirements:

1. The Clarence Robertson Reserve Deputy of the Year Award may be awarded to a reserve deputy who has served the Office in the past year in an outstanding substantive manner. The award is presented to a reserve deputy who has consistently performed his/her job in a manner that is highly reflective of professionalism. The areas for consideration include continued self-improvement on and off duty, number of hours of service donated to the Office, and overall dedication to the concept of citizen participation in government on a voluntary basis.

Clarence Robertson Reserve Deputy of the Year; Awards:

1. The recipient of the Clarence Robertson Reserve Deputy of the Year Award shall receive the Meritorious Service Medal as per Section 8.02/042.10.

2. The plaque accompanying the meritorious Service Medal shall prominently display the words "Reserve Deputy of the Year" and the year for which the award is given.

1028.17  VOLUNTEER OF THE YEAR

Volunteer of the year; Requirements:

1. The Volunteer of the Year Award may be awarded to a volunteer who has served the Office in the past year in an outstanding substantive manner. The award is presented to a volunteer who has consistently performed his or her job in a manner that is highly reflective of professionalism. The areas for consideration include continued self-improvement, number of hours of service donated to the Office, and overall dedication to the concept of citizen participation in government on a voluntary basis.

Volunteer of the Year: Awards:

1. The recipient of the Volunteer Employee of the Year Award shall receive:
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a. A plaque for presentation to the recipient on which is engraved “Volunteer of the Year” the year of the award, and the employee’s name.

1028.18 EXPLORER OF THE YEAR

Explorer of the Year; Requirements:

1. The Explorer of the Year Award may be awarded to the Explorer who has served the Office in the past year in an outstanding substantive manner. The award is presented to an Explorer who has consistently performed his or her job in a manner that is highly reflective of professionalism. The areas for consideration include continued self-improvement, number of hours of service donated to the Office, and overall dedication to the concept of citizen participation in government on a voluntary basis.

Explorer of the Year; Awards:

1. The recipient of the Explorer of the Year Award shall receive:
   a. A plaque for presentation to the recipient on which is engraved “Explorer of the Year” the year of the award, and the employee’s name.

1028.19 CERTIFICATE OF MERIT

Certificate of Merit; Requirements:

1. This award may be conferred upon Office personnel for service in the line of duty which required exceptional thoroughness, conscientiousness, determination, and initiative in the performance of a difficult assignment or arrest. The act or achievement must clearly exceed that which is normally required or expected. Service may include but is not limited to most innovative idea, contributing to or exhibiting consistently positive morale, or an outstanding contribution on a collaborative project.

2. This may also be awarded to the following:
   a. Individual private citizens whose actions or cooperation with the Office resulted in the apprehension of a subject involved in the commission of a crime, or any other major contribution on the part of a citizen which assists the Office in performing its mission.
   b. Organizations which have made substantial contributions to improving law enforcement services, have vitally assisted the Office in furthering its objectives, or have worked in the community to resolve a mutual problem.

Certificate of Merit; Certificate:

1. The recipient of the Certificate of Merit shall receive:
   a. A certificate suitably inscribed to recount in some detail the act or accomplishment for which the award is given, and
   b. A framed certificate of award, and
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c. If the recipient is a uniformed employee he/she will also receive a cloth, gold-colored star.

1. The star may become a permanent part of the uniform and shall be worn on the long sleeve shirt, approximately two inches above the top of the left cuff, or one-half inch above any service bars.

1028.20 COMMENDATIONS
Commendations may be conferred upon personnel, volunteers, or civilians who have performed efficient and valuable service to the Office in a specific instance or for an outstanding performance of general duties over an extended period of time. The recipient of a commendation will receive a citation describing the act(s), deed(s), or service(s) for which they are being commended.

1028.21 LETTER OF APPRECIATION
Letters of appreciation may be issued at the discretion of the Sheriff or a designee and are not limited to the formal public awards program.

1028.22 RETIREMENT RECOGNITION
(a) A Retirement Plaque/Certificate and/or Retirement Badge will be awarded only when:
   1. (a) The employee has completed at least fifteen years of satisfactory service, or;
   (b) Retirement is due to on-the-job or line-of-duty injury, and;
   (c) The employee’s separation from the Office is under honorable conditions. The award must be approved by the Sheriff.

(b) Each retiring deputy or employee will notify the Planning and Development Division Commander and Fiscal Unit of his or her plans to retire at least 30 days prior to separation. The Planning and Development Division Commander will submit a written request for the appropriate award to the Sheriff for approval.

(c) Commissioned personnel meeting the criteria for retirement above shall be presented with:
   (a) An engraved plaque of framed certificate on which is inscribed the employee’s name and dates of service.
   (b) A badge of Office inscribed with the word “Retired.”
   (c) Retired Law Enforcement Credentials.

Retirement Recognition Events
(a) Retirement Recognition Events are the responsibility of the employee’s immediate supervisor and division commander/manager to coordinate, if requested by the employee.
Fitness for Duty

1030.1 PURPOSE AND SCOPE
All deputies are required to be free from any physical, emotional, or mental condition which might adversely affect the exercise of peace officer powers. The purpose of this policy is to ensure that all deputies of this office remain fit for duty and able to perform their job functions.

1030.2 EMPLOYEE RESPONSIBILITIES
(a) It shall be the responsibility of each member of this office to maintain good physical condition sufficient to safely and properly perform the essential duties of their job position.
(b) Each member of this office shall perform his/her respective duties without physical, emotional, and/or mental constraints.
(c) During working hours, all employees are required to be alert, attentive, and capable of performing their assigned responsibilities.
(d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1030.3 SUPERVISOR RESPONSIBILITIES
(a) A supervisor observing an employee or receiving a report of an employee who is perceived to be unable to safely perform his/her duties due to a physical or mental condition shall take prompt and appropriate action in an effort to address the situation.
(b) Whenever feasible, the supervisor should make a preliminary determination of the level of inability of the employee to perform the essential duties required of the job.
(c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to obtain sufficient information regarding the nature of the concern to enable the Office to assess options and react responsibly to assure the safety of the employee, other members of the Office and the public, while complying with the employee’s legal rights.
(d) In conjunction with the Watch Commander or employee’s available Bureau Commander, a determination should be made whether or not the employee should be temporarily relieved from his/her duties.
(e) The Sheriff shall be promptly notified in the event that any employee is relieved from duty.
1030.4 RELIEF FROM DUTY
Any employee suffering from a work or non-work related condition which warrants a temporary relief from duty may be entitled to be placed on family medical leave under state and/or federal law. Consult with Human Resources to assure proper notification and compliance with family medical leave rights. Employees who are relieved from duty for medical reasons may be eligible for workers compensation payments or may be required to use sick leave or other paid time off consistent with applicable policies.

Any employee suffering from a work related condition which warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

1030.5 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS
(a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Sheriff may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with Personnel Development Division to determine the level of the employee’s fitness for duty. The order shall indicate the date, time and place for the examination.

(b) The examining health care provider will provide the Office with a report indicating that the employee is either fit for duty or, if not, listing any functional limitations which limit the employee’s ability to perform job duties. The scope of the requested fitness for duty report shall be confined to the physical or psychological condition that prompted the need for the examination. If the employee places his/her condition at issue in any subsequent or related administrative action/grievance, the examining physician or therapist may be required to disclose any and all information which is relevant to such proceeding.

(c) In order to facilitate the examination of any employee, the Office will provide all appropriate documents and available information to assist in the evaluation and/or treatment.

(d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee’s confidential personnel file.

(e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and shall be subject to discipline up to and including termination.

(f) In the event an employee is required to submit to a “fitness for duty” examination as a condition of returning from medical leave required under the Family Medical Leave Act (FMLA), contact Human Resources for direction regarding how to proceed.
(g) Once an employee has been deemed fit for duty by the examining health care provider, the employee will be notified to resume his/her duties.

1030.6 LIMITATION ON HOURS WORKED
Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period, or
- 30 hours in any 2 day (48 hour) period, or
- 84 hours in any 7 day (168 hour) period.

Except in very limited circumstances members should have a minimum of 8 hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1030.7 APPEALS
An employee who is separated from paid employment or receives a reduction in salary resulting from a fitness for duty exam shall be entitled to an administrative appeal in accordance with labor agreements and labor law.
Meal Periods and Breaks

1032.1 PURPOSE AND SCOPE
This policy regarding meals and breaks, in so far as possible shall conform to the policy governing all sheriff's office employees that has been established by the sheriff.

1032.1.1 MEAL PERIODS
Commissioned employees shall remain on duty subject to call during meal breaks. All other employees are not on call during meal breaks unless directed otherwise by a supervisor.

The time spent for the meal period shall not exceed the authorized time allowed.

1032.1.2 15 MINUTE BREAKS
Each employee is entitled to a 15 minute break, near the mid point, for each four-hour work period.

Field deputies are subject to call and shall monitor their radios while on break.
Lactation Breaks

1033.1 PURPOSE AND SCOPE
The purpose of this policy is to maintain the Sheriff's Office compliance of federal law in reference to nursing mothers.

1033.2 POLICY
It is the policy of this office to follow the Snohomish County rules regarding lactation at work. The current county lactation policy is dated December 15, 2011 and can be found at team/depts/shr/Shared Documents/Break Time for Nursing Mothers.pdf

1033.3 PRIVATE LOCATION
Snohomish County provides a private location for mothers to express milk. The current guidelines dated July 28, 2014 are provided by Facilities Management. Use the Medical Room Use Guidelines link for detailed information.
Time Sheet Procedures Recommend deleting Card Procedures

1034.1 PURPOSE AND SCOPE
Time sheets are submitted to the office Fiscal Unit on a bi-weekly basis for the payment of wages.

1034.1.1 RESPONSIBILITY FOR COMPLETION OF TIME SHEETS
Employees are responsible for the accurate and timely time sheet submission/review to their supervisor.

1034.1.2 TIME REQUIREMENTS
Snohomish County Sheriff's Office employees are paid on a bi-weekly basis usually on the 7th and 22nd of each month. Electronic time sheets shall be completed and submitted to fiscal no later than the 15th and end of each month. Signed paper copies shall be submitted to the office fiscal unit within ten days of the electronic submission.
Overtime Payment Requests

1036.1 PURPOSE AND SCOPE
It is the policy of the Office to compensate non-exempt salaried employees who work authorized overtime either by payment of wages as agreed and in effect through the members current labor agreement, or by the allowance of accrual of compensatory time off. In order to qualify for either, the employee must complete and submit a Snohomish County Sheriff's Office Additional Compensation Request as soon as practical after overtime is worked.

1036.1.1 OFFICE POLICY
Because of the nature of police work, and the specific needs of the Office, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Office. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, then approval shall be sought as soon as practical during the overtime shift and in no case later than the end of shift in which the overtime is worked.

Short periods of work at the end of the normal duty day (e.g., less than one hour in duration) may be handled unofficially between the supervisor and the employee by flexing a subsequent shift schedule to compensate for the time worked rather than by submitting requests for overtime payments. If the supervisor authorizes or directs the employee to complete a form for such a period, the employee shall comply.

The individual employee may request compensatory time in lieu of receiving overtime payment, however, the employee may not exceed 60 hours of compensatory time.

1036.2 REQUEST FOR OVERTIME PAYMENT FORMS
Employees shall submit all additional compensation request forms for verification by their immediate supervisor and then forward them to the fiscal unit as soon as practical. Failure to submit a request for overtime payment in a timely manner may result in a delay of compensation.

1036.2.1 EMPLOYEES RESPONSIBILITY
Employees shall complete the requests immediately after working the overtime and turn them in to their immediate supervisor. Employees submitting overtime requests for on-call pay when off duty shall submit cards to their supervisor the first day after returning to work.

1036.2.2 SUPERVISORS RESPONSIBILITY
The supervisor who verifies the overtime earned may verify that the overtime was worked before approving the request.

After the entry has been made on the employee's time sheet, the overtime payment request form is forwarded for final approval.
Overtime Payment Requests

1036.3 ACCOUNTING FOR OVERTIME WORKED
Employees are to record the actual time worked in an overtime status. In some cases, the Memorandum of Understanding/labor agreement provides that a minimum number of hours will be paid. The supervisor will enter the actual time worked and the number of overtime hours to be paid in the payroll system.

1036.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR
When accounting for less than a full hour, time worked shall be calculated as agreed upon in the employee’s current labor agreement.

1036.3.2 VARIATION IN TIME REPORTED
Where two or more employees are assigned to the same activity, case, or court trial and the amount of time for which payment is requested varies from that reported by the other deputy, the approving supervisor may require each employee to include the reason for the variation.
Outside Employment

1038.1 PURPOSE AND SCOPE
In order to avoid actual or perceived conflicts of interest for office employees engaging in outside employment, all employees shall obtain written approval from the Sheriff prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Sheriff in accordance with the provisions of this policy.

1038.1.1 DEFINITIONS
Outside Employment - Any member of this office who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this office for law enforcement services.

1038.2 OBTAINING APPROVAL
No member of this office may engage in any outside employment without first obtaining prior written approval of the Sheriff. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy may lead to disciplinary action.

In order to obtain approval for outside employment, the employee must complete an SCSO Off-Duty Work Permit which shall be submitted to the employee’s immediate supervisor. The application will then be forwarded through channels to the Sheriff for consideration. Verbal approval by a supervisor may be given in those instances where outside employment is requested on short-notice. The SCSO Off-Duty Work Permit should be completed as soon as practical and forwarded for written approval.

If approved, the employee will be provided with a copy of the approved permit. Unless otherwise indicated in writing on the approved permit, a permit will be valid through the end of the calendar year in which the permit is approved. Any employee seeking to renew a permit shall submit a new Outside Employment Application in a timely manner.

Any employee seeking approval of outside employment, whose request has been denied, shall be provided with a written reason for the denial of the application at the time of the denial.

1038.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT
If an employee’s SCSO Off-Duty Work Permit is denied or withdrawn by the Office, the employee may file a written notice of appeal to the Sheriff within ten days of the date of denial.

If the employee’s appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current Labor Agreement.

1038.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS
Any outside employment permit may be revoked or suspended under the following circumstances:
Outside Employment

(a) Should an employee’s performance at this office decline to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of competency, the Sheriff may, at his/her discretion, revoke any previously approved outside employment permit(s). That revocation will stand until the employee’s performance has been reestablished at a satisfactory level and his/her supervisor recommends reinstatement of the outside employment permit.

(b) If, at any time during the term of a valid outside employment permit, an employee’s conduct or outside employment conflicts with the provisions of office policy, the permit may be suspended or revoked.

(c) When an employee is unable to perform at a full duty capacity due to an injury or other condition, any previously approved outside employment permit may be subjected to similar restrictions as those applicable to the employee’s regularly assigned duties until the employee has been cleared to return to full duty status.

1038.3 PROHIBITED OUTSIDE EMPLOYMENT
The Office expressly reserves the right to deny any SCSO Off Duty Work Permit submitted by an employee seeking to engage in any activity which, in its view, would:

(a) Involve the employee’s use of office time, facilities, equipment or supplies, the use of the Office badge, uniform, prestige or influence for private gain or advantage.

(b) Involve the employee’s receipt or acceptance of any money or other consideration from anyone other than this office for the performance of an act which the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee’s duties as a member of this office.

(c) Involve the performance of an act in other than the employee’s capacity as a member of this office that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this office.

(d) Involve time demands that would render performance of the employee’s duties for this office less efficient or render the employee unavailable for reasonably anticipated overtime assignments and other job-related demands that occur outside regular working hours.

(e) Involve any off duty employment at a business where the primary business is the sale of intoxicating liquor for consumption on the premises. Exceptions to this shall include hotels or motels and other businesses where cocktail lounges are operated for the convenience of guests or patrons; or private clubs licensed by the State Liquor and Cannabis Board; or gatherings where liquor is sold under the authority of a banquet permit.
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1038.3.1 OUTSIDE SECURITY AND PEACE OFFICER EMPLOYMENT
Because it could create a potential conflict of interest, no member of this Office shall be employed by any outside or secondary employer as a private security guard, private investigator or other similar private security position, except in providing services at locations and events through the approved off-duty employment process.

Any employees working off-duty security shall be subject to the following conditions:

(a) The deputy(s) shall wear the office uniform/identification.
(b) The deputy(s) shall be subject to the rules and regulations of this office.
(c) No deputy may engage in such outside employment during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
(d) No deputy may engage in outside employment as a peace officer for any other public agency without prior written authorization of the Sheriff.

1038.3.2 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE
Any employee making an arrest or taking other official police action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to office policy.

1038.3.3 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Division Commander, undercover deputies or deputies assigned to covert operations shall not be eligible to work in a uniformed or other capacity which might reasonably disclosure the deputy's status as a law enforcement officer.

1038.4 OFFICE RESOURCES
Employees are prohibited from using any office equipment or resources in the course of or for the benefit of any outside employment without written authorization from the Sheriff or his designee. This shall include the prohibition of access to official records or databases of this office or other agencies through the use of the employee's position with this office.

1038.5 MATERIAL CHANGES OR TERMINATION OF OUTSIDE EMPLOYMENT
If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Sheriff through channels. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees are also required to disclose material changes in outside employment that occur after approval of outside employment has been granted to the Sheriff in writing. For the purpose of this policy, such changes include any material change in the number of hours, type of duties
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or demands of outside employment. Employees who are uncertain whether a change in outside employment is material are advised to report the change.

1038.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY
Office members engaged in outside employment who are placed on disability leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether or not they intend to continue to engage in such outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any related doctor’s orders, and make a recommendation to the Sheriff whether such outside employment should continue.

In the event the Sheriff determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding their work permit, a notice of revocation of the member's permit will be forwarded to the involved employee, and a copy attached to the original work permit.

Criteria for revoking the outside employment permit include, but are not limited to, the following:

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the County's professional medical advisors.

(b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty member.

(c) The employee’s failure to make timely notice of their intentions to their supervisor.

When the disabled member returns to full duty with the Snohomish County Sheriff's Office, a request (in writing) may be made to the Sheriff to restore the permit.
On-Duty Injuries

1040.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases and work-related injuries.

1040.1.1 DEFINITIONS
Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease or infection while acting in the course of employment (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

1040.2 POLICY
The Snohomish County Sheriff's Office will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers’ compensation requirements (RCW 51.04.062 et seq.).

1040.3 RESPONSIBILITIES

1040.3.1 MEMBER RESPONSIBILITIES
Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

1040.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers’ compensation are completed and forwarded promptly. Any related Countywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Accident, Illness and Injury Prevention policies apply and take additional action as required.

1040.3.3 BUREAU COMMANDER RESPONSIBILITIES
The Bureau Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Sheriff, the County’s risk management entity, and the Administrative Services Bureau Commander to ensure any required Department of Labor and Industries reporting is made as required in the accident, illness and injury prevention plan identified in the Accident, Illness and Injury Prevention Policy.
1040.3.4 SHERIFF RESPONSIBILITIES
The Sheriff shall review and forward copies of the report to the Personnel Development Division. Copies of the report and related documents retained by the Office shall be filed in the member’s confidential medical file.

1040.4 OTHER DISEASE OR INJURY
Diseases and injuries caused or occurring on-duty that do not qualify for workers’ compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Bureau Commander through the chain of command and a copy sent to the Administrative Services Bureau Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1040.5 SETTLEMENT OFFERS
When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1040.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Sheriff. The purpose of such notice is to permit the County to determine whether the offered settlement will affect any claim the County may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the County’s right of subrogation, while ensuring that the member’s right to receive compensation is not affected.
Personal Appearance Standards

1042.1 PURPOSE AND SCOPE
In order to project uniformity and neutrality toward the public and other members of the office, employees shall maintain their personal hygiene and appearance in a manner that projects a professional image appropriate for this office and for their assignment.

1042.2 GROOMING STANDARDS
Unless otherwise stated, and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Sheriff has granted exception.

1042.2.1 HAIR
Hairstyles of all members shall be neat in appearance. For male sworn members, hair must not extend past the top of the shirt or jacket collar, or past the midpoint of the ear. The hair must not interfere with the normal wearing of a standard uniform hat. No extreme hairstyles are permitted.

For female sworn members, hair shall not extend below the bottom of the earlobe in front of the ears nor below the bottom of the collar behind the ears. Hair may not extend below the eyebrow line in front. The hair must not interfere with the normal wearing of a standard uniform hat. No extreme hair styles are permitted.

1042.2.2 MUSTACHES
A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

1042.2.3 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1042.2.4 FACIAL HAIR
Facial hair other than sideburns and mustaches will not be worn by office member’s while wearing the Sheriff’s Office uniform. Beards will not be worn while on duty.

1042.2.5 FINGERNAILS
Fingernails extending beyond the tip of the finger can pose a safety hazard to deputies or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1042.2.6 JEWELRY AND ACCESSORIES
No jewelry or personal ornaments shall be worn by deputies on any part of the uniform or equipment, except those authorized within this manual. Jewelry, if worn around the neck, shall
Personal Appearance Standards

not be visible above the shirt collar. While in uniform no visible bracelets or anklets shall be worn. Exceptions are Medical Alert and Memorial bracelets.

Female earrings shall not exceed 3/16” in diameter and only one earring per ear. Male deputies shall not wear earrings while in uniform. Only one ring may be worn on each hand of the employee while on-duty.

1042.3 TATTOOS
Should members, both civilian and commissioned, possess any tattoo, branding, or body piercing, it must be located in an area which can be covered with an Office uniform or business attire.

At no time while on duty or representing the Office, shall a member have offensive tattoos or body art showing. (Examples of offensive tattoos and body art would include, but not be limited to those which depict racial, sexual, discriminatory, gang or drug related, or obscene language). The Sheriff shall be the sole determiner of what is considered offensive.

Deputies in undercover assignments may display tattoos or brands with the approval of their supervisor.

1042.4 BODY PIERCING
Except for a single stud pierced earring worn in the lobe of each ear, no body piercing shall be visible while any employee is on duty or representing the Office in any official capacity without prior authorization from the Sheriff.
Uniform Regulations

1044.1 PURPOSE AND SCOPE
The uniform policy of the Snohomish County Sheriff's Office is established to ensure that uniformed deputies will be readily identifiable to the public through the proper use and wearing of office uniforms. Employees should also refer to the following associated policies:

• Office Owned and Personal Property
• Body Armor
• Grooming Standards

The Uniform and Equipment Specifications manual is maintained and periodically updated by the Sheriff or his/her designee. That manual should be consulted regarding authorized equipment and uniform specifications.

The Snohomish County Sheriff's Office will provide uniforms for all employees required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement.

1044.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT
Sheriff's Office employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

(a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean, and appear professionally pressed.

(b) All peace officers of this office shall possess and maintain at all times, at least two serviceable uniforms and the necessary equipment to perform uniformed duty.

(c) Personnel shall wear only the uniform specified for their rank and current assignment.

(d) The uniform is to be worn in compliance with the specifications set forth in the office uniform specifications that are maintained separately from this policy.

(e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.

(f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

(g) Uniforms are only to be worn while on duty, while in transit to or from work, for court, or at other official office functions or events.
Uniform Regulations

(h) If the uniform is worn while in transit in any non-county vehicle, an outer garment shall be worn over the uniform shirt so as not to bring attention to the employee while he/she is off duty.

(i) Employees are not to purchase or drink alcoholic beverages while wearing any part of the office uniform, including the uniform pants.

(j) Mirrored sunglasses will not be worn with any Office uniform.

(k) Visible jewelry, other than those items listed below, shall not be worn with the uniform unless specifically authorized by the Sheriff or his/her designee.
   1. Wrist watch.
   2. Wedding ring(s), class ring, or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
   3. Medical alert bracelet/necklace
   4. Memorial Bracelets

1044.2.1 OFFICE ISSUED IDENTIFICATION
The Office issues each employee an official office identification card bearing the employee’s name, identifying information and photo likeness. All employees shall be in possession of their office issued identification card at all times while on duty or when carrying a concealed weapon.

   (a) Whenever on duty or acting in an official capacity representing the office, employees shall display their office issued identification in a courteous manner to any person upon request and as soon as practical.

   (b) Deputies working specialized assignments may be excused from the possession and display requirements when directed by their Bureau Commander.

1044.3 UNIFORM CLASSES

1044.3.1 CLASS AA
1. Class AA: Formal Occasions (Command Staff)
   (a) Office issued dress hat
   (b) Office issued dress jacket
   (c) White dress shirt
   (d) Black tie
   (e) Office issued wool trousers with black accent leg stripe
   (f) Highly polished black footwear

1044.3.2 CLASS A UNIFORM
The Class A uniform is to be worn on formal or special occasions such as funerals, graduations, ceremonies, oral boards or as directed. The Class A uniform is required for all sworn personnel.
Uniform Regulations

The class B, BB, C, D and E uniform may be worn for field duty. The Class A uniform includes the standard issue uniform with:

1. Class A: Formal or Special Occasions,
   (a) Long sleeve uniform shirt with collar brass and brass name plate
   (b) Body armor vest
   (c) Office issued uniform clip on tie and tie clip
   (d) Duty belt without Taser, portable radio, and baton
   (e) Office issued wool trousers with black accent leg stripe
   (f) Highly polished black footwear
   (g) Optional: Office issued dress hat

1044.3.3 CLASS BB: SEMI-FORMAL/SUPERIOR COURT
1. Class BB: Semi-Formal/Superior Court
   (a) Long Sleeve uniform shirt with collar brass and brass name plate
   (b) Body armor vest
   (c) Office-issued uniform clip on tie and tie clip
   (d) Duty belt
   (e) Office issued trousers with black accent leg stripe
   (f) Highly polished black shoes or boots

1044.3.4 CLASS B UNIFORM
1. Class B: Field Duty/District Court
   (a) Long sleeve uniform shirt
   (b) Black crew neck T-shirt under body armor vest
   (c) Duty belt
   (d) Office issued green trousers
   (e) Black shoes or issued black boots
   (f) Issued hats for field duty are optional

1044.3.5 CLASS C UNIFORM
1. Class C: Field Duty/District Court
   (a) Short sleeve uniform shirt
   (b) Black crew neck T-shirt under body armor vest
   (c) Duty belt
Uniform Regulations

(d) Office issued green trousers
(e) Black shoes or issued black boots
(f) Issued hats for field duty are optional

1044.3.6 CLASS D: SPECIAL ASSIGNMENT BDU
1. The following specialty assignments are authorized to wear BDU's while performing specialty duty:
   (a) K-9
   (b) SWAT
   (c) Forest Patrol
   (d) Search and Rescue/Aviation Unit
   (e) Civil Unit
   (f) Any other assignment approved by the Sheriff or his designee
2. BDU's may be issued at the employer's option.
3. When issued, the following guidelines shall apply:
   a) Deputies assigned to K-9 -- two each
   b) Deputies assigned to SWAT (Tactical Unit) -- two each
   c) Deputies assigned to SWAT -- one each
   d) Deputies assigned to Forest Patrol -- two each
   e) Deputies assigned to Search and Rescue/Aviation Unit -- two each
   f) Civil Unit -- two each
   g) Any other assignment designated by the employer.
4. BDU's may be replaced as they become unserviceable.
5. BDU's shall not be worn for court or other prescheduled public appearances.

1044.3.7 CLASS E: FIELD DUTY (LAW ENFORCEMENT)
1. The Class E uniform may be worn as a general duty uniform except in service events described in section twelve (12).
   a) In contract city assignments, Class E uniforms may be worn as allowed by the specific policy in place for that contract city, but shall not be worn for court or other prescheduled public appearances.
2. Class E uniforms shall be purchased at the employee's own expense.
3. Class E uniforms shall meet Office specification as follows:
Uniform Regulations

a. Class E uniforms shall be purchased through Blumenthal’s Uniforms and Equipment (sole vendor).
   i. The Class E uniform shall be model # SC2005SNCOSD (mid-weight material only)
   ii. Black in appearance
   iii. One piece
   iv. Form fitted
   v. Previously purchased Tan and Green Class E uniforms will be authorized for use until the uniform becomes worn or is no longer serviceable.

b. The Class E uniform design specifications shall not be altered.

4. Class E uniforms shall be maintained with the intent to present a neat and professional appearance. All Class E uniforms that are frayed, torn, or ill-fitting shall be removed from service.
   a. The Class E uniform shall be exempt from employer cost replacement.
      i. The cost of repair or replacement of a Class E uniform due to normal wear and tear shall be the sole responsibility of the employee.
      ii. Repair and replacement costs due to theft, damage, or destruction arising as a direct result of the employee’s performance of official duties shall be at the employee’s expense.
      iii. The Class E uniform is exempt from contractual dry cleaning agreements and shall be laundered at the employee’s expense.

5. Supervisors shall be responsible for ensuring Class E uniforms remain neat and professional in appearance. If a particular Class E uniform is deemed to be unsuitable for duty wear, the supervisor may require the deputy to change into a standard uniform.

6. A black undershirt, either crew neck or turtleneck, shall be worn with Class E uniforms.

7. The issued metal badge shall be worn on all Class E uniforms.

8. One Office shoulder patch will be worn on each shoulder.

9. Insignia of rank shall be worn.

10. Cloth or embroidered name tapes shall be worn ¼ inch above the left breast pocket.

11. Black boots shall be worn while wearing Class E uniforms.
   a. Exception: Deputies may be excluded from wearing certain items on the Class E uniform, by the officer in charge, when removal of those items may protect the deputy from possible injury.

12. Class E uniforms shall not be worn for court, funerals, graduations, or other prescheduled public appearances and shall not be worn in lieu of Class A, AA, B, BB, or C compulsory uniform requirements.
Uniform Regulations

1044.3.8 SPECIALIZED UNIT UNIFORMS
The Sheriff may authorize special uniforms to be worn by deputies in specialized units such as Office of Neighborhoods, Marine, Canine Team, SWAT, Bicycle Patrol, Motor Deputies and other specialized assignments.

1044.3.9 LOAD BEARING SUSPENDERS & VESTS
1. Authorization
   a. Load Bearing Suspenders are authorized to reduce lower back and hip injuries to deputies and contribute to a healthier work environment for the deputies.
   b. Load Bearing Suspenders are authorized to reduce on the job injuries to deputies due to the weight of the equipment carried on their duty belts and are intended to be primarily worn when working in daily field operations.

2. Restrictions
   a. Only suspenders manufactured for use with a police uniform are acceptable:
   b. The suspenders shall be black or tan in color.
   c. The suspenders shall not be worn with Class A or Class BB uniforms.
   d. Deputies will not attach or affix objects to the suspenders.

3. Suspenders are purchased at the deputies own expense.

Currently there is an External Load Bearing Vest MOU between Snohomish County and Snohomish County Deputy Sheriff's Association. This MOU went into effect effect on October 1, 2015. It will remain in effect until October 1, 2017. At that time either party can terminate the agreement.

External load bearing vests have historically only been approved in specialized units or when accompanied by a physicians’ recommendation. This section of the policy covers usage of the load bearing vests for non specialized unit personnel or SCDSA members that do not have a physicians recommendation.

1. Authorization
   a. External Load Bearing Vests are authorized to reduce lower back and hip injuries to deputies and contribute to a healthier work environment for the deputies.
   b. External Load Bearing Vests are authorized to reduce on the job injuries to deputies due to the weight of the equipment carried on their duty belts and are intended to be primarily worn when working in daily field operations.
2. Restrictions
   a. Only vests manufactured by Safariland, sold through Kroesen Uniforms or Survival Armor EOC, sold by Blumenthal Uniforms are authorized.
   b. The Vest shall be black in color.
   c. The Vest shall not be worn with Class A, AA or Class BB uniforms.
   d. The load bearing vest must be marked with the Sheriff's Office approved metal or cloth badge on the front, the SCDSA members name on the front, and the word "Sheriff" on the back. All lettering will be gold in color. No other patches, pins, or insignias are approved for the vest.
   e. An approved uniform shirt and black tee shirt must be worn under an approved load bearing vest.
   f. Office members found in violation of load bearing vest requirements on more than one occasion may have their privilege of wearing them revoked.

3. Vests purchased and all expenses maintaining the vest are the deputy's responsibility.

1044.4 INSIGNIA AND PATCHES
   (a) Shoulder Patches - The authorized shoulder patch supplied by the Office shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt and be bisected by the crease in the sleeve.
   (b) Service stripes, stars, etc. - Service stripes and other indicators for length of service may be worn on long sleeved shirts and jackets. They are to be machine stitched onto the uniform. The bottom of the service stripe shall be sewn the width of one and one-half inches above the cuff seam with the rear of the service stripes sewn on the dress of the sleeve. The stripes are to be worn on the left sleeve only.
   (c) The regulation nameplate, or an authorized sewn on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first initial and last name. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
   (d) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
   (e) Assignment Insignias - Assignment insignias, (SWAT, FTO, etc.) may be worn as designated by the Sheriff.
   (f) Flag Pin - A flag pin may be worn, centered above the nameplate.
   (g) Badge - The office issued badge, or an authorized sewn on cloth replica, must be worn and visible at all times while in uniform.
(h) Rank Insignia - The designated insignia indicating the employee’s rank must be worn at all times while in uniform.

1044.4.1 MOURNING BANDS
Uniformed employees should wear a black mourning band (3/8 to 1/2 inch wide black elastic material) across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

(a) A deputy of this office - From the time of death until midnight on the 30th day after the death.

(b) A deputy from this or an adjacent agency - From the time of death until midnight on the day of the funeral.

(c) By all commissioned personnel in uniform or in civilian clothing while displaying a badge when attending the memorial service of an active law enforcement officer or deputy.

(d) National Peace Officers Memorial Day (May 15th) - From 0001 hours until 2359 hours.

(e) At the direction of the Sheriff or his designees, when special circumstances dictate that an Office display of official mourning is appropriate.

1044.5 CIVILIAN ATTIRE
There are assignments within the Office that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which the wearing of civilian attire is necessary.

(a) All employees shall wear clothing that fits properly, is clean and free of stains, and not damaged or excessively worn.

(b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.

(c) All female administrative, investigative, and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses, or suits which are moderate in style.

(d) The following items shall not be worn on duty:
   1. T-shirt alone.
   2. Open toed sandals or thongs.
   3. Swimsuit, tube tops, or halter-tops.
   4. Spandex type pants or see-through clothing.
Uniform Regulations

5. Distasteful printed slogans, buttons or pins.
   (e) Variations from this order are allowed at the discretion of the Sheriff or designee when
   the employee's assignment or current task is not conducive to the wearing of such
   clothing.
   (f) No item of civilian attire may be worn on duty that would adversely affect the reputation
   of the Snohomish County Sheriff's Office or the morale of the employees.

1044.6 POLITICAL ACTIVITIES, ENDORSEMENTS, AND ADVERTISEMENTS
Unless specifically authorized by the Sheriff, Snohomish County Sheriff's Office employees may
not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a office
badge, patch or other official insignia, or cause to be posted, published, or displayed, the image of
another employee, or identify himself/herself as an employee of the Snohomish County Sheriff's
Office, to do any of the following:

   (a) Endorse, support, oppose or contradict any political campaign or initiative.
   (b) Endorse, support, oppose, or contradict any social issue, cause or religion.
   (c) Endorse, support, or oppose, any product, service, company or other commercial
       entity.
   (d) Appear in any commercial, social, or non-profit publication, or any motion picture, film,
       video, public broadcast or any website.

1044.7 OPTIONAL EQUIPMENT - MAINTENANCE AND REPLACEMENT
   (a) Any of the items listed in the Uniform and Equipment Specifications as optional shall
       be purchased totally at the expense of the employee. No part of the purchase cost
       shall be offset by the Office for the cost of providing the Office issued item.
   (b) Maintenance of optional items shall be the financial responsibility of the purchasing
       employee. For example, repairs due to normal wear and tear.
   (c) Replacement of items listed in this order as optional shall be done as follows:
       1. When the item is no longer functional because of normal wear and tear, the
          employee bears the full cost of replacement.
       2. When the item is no longer functional because of damage in the course of
          the employee's duties, it shall be replaced following the procedures for the
          replacement of damaged personal property (See the Office Owned and Personal
          Property Policy).
Uniform Regulations

1044.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES
Snohomish County Sheriff's Office employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Sheriff or designee.

Snohomish County Sheriff's Office employees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Sheriff or designee.
Business Cards

1045.1 PURPOSE AND SCOPE
This policy provides guidelines for the ordering and use of the Snohomish County Sheriff's Office Business Card. Business cards are intended to help aide in communication between the public and members of this office.

1045.2 POLICY
It is the policy of the Snohomish County Sheriff's Office that all employees are provided with the materials necessary to carry out their duties and communicate with the public. Members of the Office will be provided personal or office business cards. Business cards will be provided when a member of the public asks or the office member feels it is warranted.

Business cards will only be used for conducting law enforcement activities.

1045.3 ORDERING
The only authorized business card will be ordered through the Law Enforcement Secretary located at extension 3831. Office members assigned to contract cities will use the order form specific to their city.

Complete the Sheriff's Office Business Card Order form by following the instructions printed on the top of the form. Email the completed form to the Administrative Law Enforcement Secretary or send it inter office mail to: Courthouse M/S 606 4th Floor.

1045.4 INFORMATION TO BE INCLUDED ON THE BUSINESS CARD
At a minimum the Business card will contain the following:

(a) The employee’s rank
(b) The employee’s first initial and last name
(c) The employee’s precinct or primary work location
(d) The employee’s county issued cellular phone number
(e) A space for an incident number
Sheriff's Cadets

1046.1 PURPOSE AND SCOPE
Cadets work under direct supervision, perform a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

1046.2 PROGRAM COORDINATOR
The Training Sergeant will serve as the Program Coordinator. The coordinator will be responsible for tracking the job performance of cadets as well as making their individual assignments throughout the Office. He/she will also monitor the training provided for all cadets and review all decisions affecting job assignments, status for compensation, and performance evaluations.

1046.2.1 PROGRAM ADVISORS
The Program Coordinator may select individual deputies or Sergeants to serve as advisors for the Cadet Program. These deputies or sergeants will serve as mentors for each cadet. Cadets will bring special requests, concerns, and suggestions to their program advisor for advice or direction before contacting the Program Coordinator. One advisor may be designated as the Coordinator’s assistant to lead scheduled meetings and training sessions involving the cadets. Multiple cadets may be assigned to each program advisor. Program advisors are not intended to circumvent the established chain of command. Any issues that may be a concern of the individual's supervisor should be referred back to the Program Coordinator.

1046.3 ORIENTATION AND TRAINING
Newly hired cadets will receive an orientation of the organization and facilities before reporting to their first assignment. On-the-job training will be conducted in compliance with the Cadet Training Manual. Training sessions will be scheduled as needed to train cadets for as many assignments as possible. In addition to job-specific training, information will be offered to prepare cadets to compete successfully in the sheriff's deputy selection process, as well as the academy training. All training will focus on improving job performance, as well as preparation to become sheriff's deputies. These meetings will also offer an opportunity to receive continuous feedback regarding progress of the program.

1046.4 CADET UNIFORMS
Each cadet will be provided two uniforms meeting the specifications described in the Uniform Manual for civilian employees.

1046.5 ROTATION OF ASSIGNMENTS
Rotating job assignments should occur on a regular basis to enhance the career development for each cadet. Office needs and concerns will take precedence over individual considerations with the final decision resting with the Training Bureau Manager.
In general, senior cadets will be assigned to positions requiring more technical skill or responsibility, as well as serving to train cadets for new assignments or those newly hired.

1046.6 RIDE-ALONG PROCEDURES
All cadets are authorized to participate in the Ride-Along Program on their own time and as approved by their immediate supervisor and the appropriate precinct lieutenant. Applicable waivers must be signed in advance of the ride-along. Cadets shall wear their uniform while participating on a ride-along.

1046.7 PERFORMANCE EVALUATIONS
Performance evaluations for all cadets shall be completed monthly during their first year on probation. Upon successful completion of probation, cadets and senior cadets will be evaluated on a yearly basis to assess their current job performance.
Nepotism and Conflicting Relationships

1048.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, or other actual or potential conflicts of interest by or between members of this office.

1048.1.1 DEFINITIONS
Relative - An employee’s parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling, or grandparent.

Personal Relationship - Includes marriage, cohabitation, dating, or any other intimate relationship beyond mere friendship.

Business Relationship - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder, or investor in an outside business, company, partnership, corporation, venture, or other transaction where the Office employee’s annual interest, compensation, investment, or obligation is greater than $250.

Conflict of Interest - Any actual, perceived or potential conflict of interest in which it reasonably appears that a office employee’s action, inaction, or decisions are or may be influenced by the employee’s personal or business relationship.

Supervisor - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

Subordinate - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

1048.2 RESTRICTED DUTIES AND ASSIGNMENTS
While the Office will not prohibit personal or business relationships between employees, the following reasonable restrictions shall apply:

(a) Employees are prohibited from directly supervising, occupying a position in the line of supervision, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exists temporarily, the supervisor shall make every reasonable effort to defer matters involving the involved employee to an uninvolved supervisor.

2. When personnel and circumstances permit, the Office will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Office however, reserves the right to transfer or reassign any
employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.

(b) Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative, or with whom they are involved in a personal or business relationship.

(c) Whenever possible, FTO's and other trainers will not be assigned to train relatives. FTO's and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

(d) In order to avoid actual or perceived conflicts of interest, members of this office shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of or as a direct result of any official contact.

(e) Except as required in the performance of official duties or, in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual(s) who they know or reasonably should know are under criminal investigation, convicted felons, parolees, fugitives, registered sex offenders, or who engage in serious violations of state or federal laws.

1048.2.1 EMPLOYEES RESPONSIBILITY
Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, employees shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstances which would require the employee to take enforcement action or provide other official information or services to any relative or other individual(s) with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

1048.2.2 SUPERVISORS RESPONSIBILITY
Upon being notified of or becoming aware of any circumstance(s) which could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Sheriff of such actual or potential violations through the chain of command.
Domestic Violence Involving Law Enforcement Employees

1050.1 PURPOSE AND SCOPE
This policy establishes procedures, protocols, and actions for investigating and reporting domestic violence involving office employees and law enforcement officers from other agencies. This policy will discourage and reduce acts of domestic violence by sworn law enforcement employees. This policy ensures that the requirements of Policy Manual § 320 apply to law enforcement employees and sworn employees (RCW Chapter 10.99). Public confidence in law enforcement is paramount to our ability to maintain public safety and the public must trust. The legislature’s intent is for law enforcement employees to be held to the standards of the law regarding domestic violence and to adopt written policies to ensure this standard (RCW 10.99.090).

Public confidence in law enforcement is paramount to our ability to maintain public safety and the public must trust. The legislature’s intent is for law enforcement employees to be held to the standards of the law regarding domestic violence and to adopt written policies to ensure this standard (RCW 10.99.090).

1050.1.1 DEFINITIONS
Agency - Means a general authority Washington law enforcement agency as defined in RCW 10.93.020.

Employee - Means any person currently employed with an agency.

Sworn Employee - Means a general authority Washington peace officer as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the sheriff under RCW Chapter 36.28.

1050.2 OFFICE RESPONSIBILITIES
Snohomish County Sheriff's Office has the following obligations (RCW 10.99.030 and 10.99.090):

(a) Provide pre-hire screening procedures reasonably calculated to disclose whether an applicant for a sworn employee position has a history of domestic violence, child abuse allegations, or have been subject to protective order.

(b) Maintain ongoing and meaningful relationships with victim advocacy groups and other domestic violence professionals in the community.

(c) Provide education to Snohomish County Sheriff's Office employees on the dynamics of interpersonal violence.

(d) In response to observed behavior or at the request of the employee, the Snohomish County Sheriff's Office may offer or recommend intervention services to employees. If domestic violence is suspected, the referral should be to a domestic violence specialist.
Domestic Violence Involving Law Enforcement Employees

(e) Any employee who becomes aware of domestic violence committed by a sworn employee must immediately report that allegation to their supervisor.

(f) Recognize that employees who disclose that they have personally engaged in criminal acts of domestic violence are not entitled to confidentiality. Such acts shall be investigated administratively and criminally as appropriate.

(g) Provide information to employing law enforcement agencies within 24 hours of a domestic violence or domestic dispute report involving a sworn deputy.

(h) Provide information on this domestic violence policy and programs under RCW 26.50.150 to employees and make it available to employee families and the public.

(i) Provide victims of domestic violence by Snohomish County Sheriff's Office employees a office point of contact to assist the victim through the investigative process. Consideration should be given to selecting a point of contact at least one rank higher than the perpetrator, and would ideally be someone other than the investigator.

(j) Provide victims of domestic violence by Snohomish County Sheriff's Office employees contact information about public and private nonprofit domestic violence services and information regarding relevant confidentiality policies related to the victim's information.

(k) Respond to Snohomish County Sheriff's Office employees who are alleged victims of violence at the hands of sworn employees of the Snohomish County Sheriff's Office. Safety concerns and domestic violence services information will be reviewed with the victim employee.

(l) Provide for an impartial administrative investigation and appropriate criminal investigation of all acts of domestic violence allegedly committed by a sworn employee and appropriate sanctions when it is found that an employee has committed an act of domestic violence. Administrative investigations may be conducted by the Snohomish County Sheriff's Office or through agreements with other law enforcement agencies

(m) Consider whether to relieve a sworn employee of Office-issued weapons and suspend law enforcement powers pending resolution of an investigation.

1050.2.1 SUPERVISOR RESPONSIBILITIES
Superiors are required to:

(a) Be aware of behaviors in their subordinates that could be indicative of domestic violence and properly process observations of such behavior.

(b) Ensure that domestic violence incidents are properly recorded and processed according to this policy.

Supervisors notified of an incident covered by this policy shall notify their chain of command promptly of such incident and:
Domestic Violence Involving Law Enforcement Employees

(a) If an office employee is involved they shall:
   (a) Determine if the involved employee’s law enforcement powers shall be suspended and if duty weapon, and other Office-owned equipment shall be removed pending investigation outcome and possible prosecutorial charging decision.
   (b) Forwarded information on the incident to the Office of Professional Accountability and/or the supervisor for review and further action.
   (c) Respond or designate a command officer to respond to a scene if the involved employee is a sergeant or above or if the situation dictates command presence.

(b) If an employee of another law enforcement agency is involved they shall:
   (a) Verify command notification of the employing agency.
   (b) Verify the supervisor has offered assistance with removing weapons, police powers, etc.
   (c) Ensure that the office provides appropriate reports and any other requested documentation to the employing agency.

1050.2.2 INVESTIGATIVE RESPONSIBILITIES
In all instances of law enforcement domestic violence the reports will be forwarded to the Major Crimes Unit (MCU) Supervisor.

(a) The MCU Supervisor shall:
   1. Review the report and assign the criminal investigation, if necessary, or coordinate with the agency of jurisdiction.
   2. Coordinate with the appropriate prosecutor’s office regarding charging and prosecution.
   3. Coordinate with the appropriate domestic violence advocacy organization to assist with victim safety concerns. Victim notification of each step of the administrative process is critical to victim safety.

(b) All completed investigations of domestic violence that reveal probable cause of a crime committed by any agency sworn employees or the agency head shall be promptly forwarded to the appropriate prosecuting authority for a charging decision.

(c) For all situations involving an employee of this office, the MCU Supervisor shall:
   1. Contact the victim.
   2. Introduce the point of contact.
3. Provide an update regarding the administrative process.

1050.3 EMPLOYEE ACTIONS

Law enforcement employees have the following obligations or entitlements (RCW 10.99.090):

(a) Employees are entitled to seek assistance through the employee assistance program, employee peer counselors, chaplains, or psychological professionals, however, in situations where family violence is indicated a referral to a domestic violence specialist is critical.

(b) Employees with knowledge or information about any sworn employee in violation of this policy must report in writing to their supervisor or the Office of Professional Accountability as soon as possible, but no later than 24 hours. Failure to report may subject the employee to disciplinary action.

(c) Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to punitive measures for failing to report their abuse.

(d) Employees should be alert to the likelihood of victim or witness intimidation and shall immediately take appropriate action. This action will include, but is not limited to the report to their supervisor or the Office of Professional Accountability within 24 hours.

(e) Employees are expected to fully cooperate with the investigation of allegations under this Policy but only as directed by a supervisor, the Office of Professional Accountability or by court subpoena.

(f) When a law enforcement agency responds to a call in which a sworn employee is alleged to have been involved in a domestic dispute or committed an act of domestic violence, the involved employee must immediately report that police response to their supervisor. A written report must follow within 24 hours, subject to the agency’s internal investigatory process.

(g) When an employee becomes the subject of an investigation for child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or RCW 26.50 or any equivalent order issued by another state or tribal court, that employee must immediately report the fact to his/her supervisor. A written report must follow within 24 hours to include a copy of any order and any notices of court dates, appearances, and proceedings received by the employee.

1050.4 INCIDENT RESPONSE

Any notification of any incident of domestic violence involving any law enforcement officer requires a prompt response, full investigation and a complete written report by this office (RCW 10.99.030). These incidents additionally require:

(a) On-scene supervisory presence.
(b) Notification through the chain of command to the Sheriff of this office; and if the incident involves employees of another agency, notification of the agency head of the employing agency.

(c) The Sheriff may delegate responsibility for receiving such reports to a specialized unit and/or specific person. Anyone so designated the Domestic Violence Specialist or Domestic Violence Unit should have specialized training regarding the dynamics of violent relationships, victim safety and the role of advocacy. The point of contact or unit supervisor should review each referral for any potential conflict of interest.

(d) In the event of a report of domestic violence alleged to have been committed by the Sheriff, prompt notification will be made to the employing entity's chief executive officer, or, in the case of an elected Sheriff, the County's Prosecutor.

1050.4.1 PATROL RESPONSE
A patrol deputy responding to an incident described as domestic violence involving a law enforcement officer should respond with at least one additional unit and request a supervisory response.

(a) The primary unit will conduct a thorough investigation, including, but not limited to:
   1. Photographs of the crime scene and any injuries identified.
   2. Statements from all witnesses, including children, if any.
   3. The Domestic Violence Supplemental Report Form.
   4. Seizure of any weapons used or referred to in the crime.
   5. Signed medical releases.
   6. Copies of dispatch (CAD) records.
   7. 9-1-1 call recording preserved.
   8. Statement of the victim; statement of the suspect.
   9. Determine if the victim requests any guns or specific weapons be removed for safekeeping and accommodate removal or explain the process for seeking a court order for removal.
   10. Complete the report as soon as possible, but prior to the completion of their shift.

(b) Patrol units responding to suspicious circumstances, compelling third party accounts of incidents, unexplained property damage, etc. or other troubling event involving law enforcement officers will complete written reports of the incident and advise their supervisor of the incident prior to clearing the scene.

(c) A copy of all reports of the incident should be forwarded to MCU. Access to the report should then be restricted to some form of "read only" version or physically secured.
Domestic Violence Involving Law Enforcement Employees

1050.4.2 PATROL SUPERVISOR RESPONSE

A patrol supervisor shall:

(a) Respond whenever practical to the scene of any domestic violence incident involving sworn employees of this office regardless of jurisdiction. Supervisors will coordinate information and offer assistance to the agency of jurisdiction to provide a complete investigation.

(b) Respond to the scene of all domestic violence incidents within the jurisdiction of the Snohomish County Sheriff's Office involving any law enforcement officer.

(c) Coordinate the investigation, applying appropriate resources and special units such as forensics, photography, domestic violence specialists, advocates and ensuring command notification.

(d) Write a report on all incidents, whether deemed criminal or not and route it through the chain of command.

(e) In the event of the arrest of a sworn employee of the Snohomish County Sheriff's Office, contact the Sheriff who will order the surrender of the deputy's Office-issued weapons and identification. Consideration should be given to other agency equipment and inquiries made about voluntary surrender of personal weapons that may be secured for safekeeping.

(f) In the event of the arrest of a sworn employee of another agency, contact that agency prior to custody transport and request authorization to seize that employee's agency-issued weapons or arrange for the employing agency to obtain them.

(g) Endeavor to make a good faith effort to locate the suspect if there is probable cause for an arrest.

(h) Explain the process to the victim, including the opportunity for applicable emergency protection orders, administrative no-contact orders, and confidentiality statutes and policies.

(i) Provide the victim with a copy of this policy and SCSO contact information, acting as the point of contact until another assignment is made.

1050.5 VICTIM SAFETY ASSISTANCE AND NOTIFICATION

The Snohomish County Sheriff's Office will work with community resources and domestic violence advocacy agencies and shall make available to the victim (RCW 10.99.090):

(a) Information on how to obtain protective orders and/or removal of weapons from his/her home.

(b) Assistance with obtaining such orders in coordination with domestic violence victim advocates.

(c) A copy of this policy and any agency confidentiality policy.
Domestic Violence Involving Law Enforcement Employees

(d) Information about public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.

(e) Information related to relevant confidentiality policies related to the victim's information and public disclosure as provide by law.

(f) The Snohomish County Sheriff's Office will coordinate victim notification regarding criminal and administrative investigative processes through the designated agency liaison in order to assist with victim safety.

This policy has an accompanying SOP titled Officer Involved Domestic Violence.
Office Badges

1052.1 PURPOSE AND SCOPE
The Snohomish County Sheriff's Office badge and uniform patch as well as the likeness of these items and the name of the Snohomish County Sheriff's Office are the property of the Office and their use shall be restricted as set forth in this policy.

1052.2 POLICY
The uniform badge shall be issued to office members as a symbol of authority and the use and display of office badges shall be in strict compliance with this policy. Only authorized badges issued by this office shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1052.2.1 FLAT BADGE
Sworn deputies, with the written approval of the Sheriff may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of office policy as the uniform badge.

(a) A deputy may sell, exchange, or transfer the flat badge he/she purchased to another deputy within the Snohomish County Sheriff's Office with the written approval of the Sheriff.

(b) Should the flat badge become lost, damaged, or otherwise removed from the deputy’s control, he/she shall complete a lost property report.

(c) An honorably retired deputy may keep his/her flat badge upon retirement.

(d) The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1052.2.2 CIVILIAN PERSONNEL
Office identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Evidence Control, LES/LET).

Non-sworn personnel shall not display any office badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.

Non-sworn personnel shall not display any office badge or represent him/herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1052.2.3 RETIREE UNIFORM BADGE
Upon honorable retirement employees may purchase his/her assigned duty badge for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.
Office Badges

1052.3 UNAUTHORIZED USE
Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Office badges are issued to all sworn employees and civilian uniformed employees for official use only. The office badge, shoulder patch or the likeness thereof, or the office name shall not be used for personal or private reasons including, but not limited to, letters, memoranda, and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and office name for all material (printed matter, products or other items) developed for Office use shall be subject to approval by the Sheriff.

Employees shall not loan his/her office badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

1052.4 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the office badge shall not be used without the expressed authorization of the Sheriff and shall be subject to the following:

(a) The employee associations may use the likeness of the office badge for merchandise and official association business provided they are used in a clear representation of the association and not the Snohomish County Sheriff's Office. The following modifications shall be included:

1. The text on the upper and lower ribbons is replaced with the name of the employee association.

2. The badge number portion displays the initials of the employee association.

(b) The likeness of the office badge for endorsement of political candidates shall not be used without the expressed approval of the Sheriff.
Attachments
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

COMMERCIAL VEHICLE ENFORCEMENT
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COMMERCIAL VEHICLE ENFORCEMENT

1. INTRODUCTION

1. The following policies and procedures are specific to the Snohomish County Sheriff’s Office (SCSO)

2. The Commercial Vehicle Enforcement Unit is hereafter referred to as the “CVEU,” or the “Commercial Vehicle Unit.”

2. MISSION

The mission of the Commercial Vehicle Enforcement Unit is to enhance the safety of Snohomish County roadways by improving commercial and non-commercial driver behavior through consistent, uniform enforcement, as well as, driver education and awareness campaigns.

3. OPERATIONAL RESPONSIBILITIES

1. The Commercial Vehicle Enforcement Unit’s responsibilities include:
   a. Enforcing Code of Federal Regulations (CFR) as they relate to commercial motor vehicles and operators,
   b. Proactive enforcement programs,
   c. Inspecting commercial motor vehicles to CVSA North American standards,
   d. Enforcing Federal Out Of Service (OOS) criteria,
   e. Collision reduction,
   f. Enforcement and special events.

2. Commercial Vehicle Enforcement Unit Deputies may respond to criminal activity and calls for service outside of the commercial vehicle enforcement priority in an effort to augment the Patrol Division’s response to calls for service.

4. PURPOSE and T.A.C.T.

1. The Commercial Vehicle Enforcement Unit is based on the principles of the Targeting Aggressive Cars and Trucks Program as designed by the Federal Motor Carrier Safety Administration (FMCSA).
   a. The purpose T.A.C.T. is to reduce collisions on the roadways of Snohomish County through the use of enforcement and education campaigns.
2. Personnel are tasked with providing commercial vehicle and traffic enforcement duties throughout unincorporated Snohomish County and our contract cities.

   a. It shall be the responsibility of assigned personnel to perform commercial vehicle enforcement activities and to assist in other law enforcement/public safety situations when needed and/or appropriate.

   **5. UNIT ORGANIZATION**

   1. The Commercial Vehicle Enforcement Unit is assigned to the Support Services Bureau, Special Operations Division of the Snohomish County Sheriff’s Office.

   2. The SCSO Commander of the Special Operations Division shall be responsible for the unit’s personnel, administration, logistical support and operations.

   3. The Division Commander may assign a Lieutenant to assist in the operations of the Unit. If this command structure is utilized, the Lieutenant shall assist the Division Commander as directed, and shall be responsible for the direct supervision of the Unit Supervisor.

   **5.1. SERGEANT**

   The Commercial Vehicle Enforcement Unit Sergeant shall provide first level supervision. The sergeant’s responsibilities include, but are not strictly limited to:

   1. Ensuring adequate staffing to meet unit's mission requirements.
   2. Ensuring the chain of command is notified regarding any deputy-involved collisions resulting in injury.
   3. Ensuring that the Director of Communications is notified when significant events occur.
   4. Reviewing and approving reports, case oversight and work productivity.
   5. Assigning personnel as required.
   6. Ensuring equipment needs are met.
   7. Assisting the Special Operations Commander in the preparation and presentation of the unit’s budgetary needs.
   8. Compiling and maintaining unit and individual statistics.
   9. Ensuring training requirements are met.
   11. Researching new equipment and procedures. Developing and delivering appropriate recommendations on such equipment and procedures to the Division Commander.
   12. Other appropriate duties as assigned.
5.2. DEPUTY

Deputy Sheriff’s assigned to the Commercial Vehicle Enforcement Unit shall perform the duties and assignments required of the position under the direct supervision of the Unit Sergeant.

5.3. LAW ENFORCEMENT TECHNICIAN

1. The Traffic Unit Law Enforcement Technician is responsible for providing administrative assistance and data entry support.

2. The Traffic Unit Law Enforcement Technician shall report directly to the Unit Sergeant.

6. POLICY CONFLICTS

1. When policy conflicts occur between an outside agency policy manual and those of the Snohomish County Sheriff’s Office, unit members shall adhere to the rules and regulations of the Snohomish County Sheriff’s Office manual(s).

2. If extenuating circumstances exist that require Deputies to work outside of the provision of the governing policy manual(s), a waiver will be obtained from the Special Operations Division Commander or appropriate higher authority.

7. OBJECTIVES

Examples of the objectives of the Commercial Vehicle Enforcement Unit are (but not limited to):

1. Conduct commercial vehicle traffic enforcement activity.
2. Conduct non-commercial vehicle traffic enforcement activity.
4. Conduct driver roadside inspections.
5. Increase driver regulatory compliance.
6. Conduct Unified Carrier Registration (UCR) compliance enforcement
7. Implement commercial driver educational and awareness programs to the motor carrier population.
8. Increase awareness to the motoring public about safe operations around large trucks and buses.
9. Increase awareness of teenage and younger drivers regarding safe driving practices around large trucks and buses.
10. Increase awareness to the motoring public of the dangers of distracted driving.
8. UNIFORMS/EQUIPMENT

1. The Commercial Vehicle Enforcement Unit is a uniform component of the Snohomish County Sheriff’s Office. Unit personnel shall adhere to the uniform specifications that are set forth in the Policy and Procedure Manual, 6.01/010.00-Uniforms.

2. For routine operations, unit personnel shall wear the current Class D/Special Assignment Uniform. The appropriate class of uniform shall be worn for other operations/assignments such as court appearances.

3. When multiple level 1 or 5 inspections are to be conducted throughout the shift (such as for “operation road check” and “operation brake check” etc.), or when deemed appropriate by the unit supervisor; the issued coveralls may be worn as the uniform of the day provided:
   a. they are serviceable,
   b. in good repair, and
   c. have issued shoulder patches and a cloth badge attached

4. Due to the unique nature of the Level 1 and 5 inspections, as well as, the limited ground clearance under some vehicles, deputies may find it necessary to remove some equipment items (such as their duty belt) while conducting the inspection. Deputies may be relived of the requirement of wearing their duty belt during an inspection provided:
   a. The removal of such equipment is only for the period long enough to complete the inspection.
   b. There is a second officer/deputy on scene that is in full uniform.
   c. The equipment can be properly secured (such as in the deputies locked patrol vehicle).
   d. The inspection is being completed at a secure/fixed facility (such a scale house and other officers are on scene and manning the facility).
   e. The deputy can reasonably articulate the removal of such equipment is needed for officer safety and that the wearing of such equipment is more hazardous than its removal.

5. In addition to the Class D Special Assignment Uniform, personnel assigned to the Commercial Vehicle Unit shall be issued:
   a. One set of SCSO approved coveralls
   b. 100’ cloth engineers tape
   c. 6” steel ruler
   d. Soap Stone marking pencil
   e. Inspection creeper
   f. One pair of vehicle chocks
g. One ball peen hammer
h. Height pole capable of measurements greater than fifteen (15) feet
i. Collapsible/telescoping ladder capable of reaching a minimum of twelve (12) Feet
j. “Chamber mate” type brake inspection tool
k. Safety glasses
l. At least 6 portable vehicle scales
m. CVSA certified pin (CVSA certified deputies only)
n. CVSA certified patches to be attached to the Class D uniform and Coveralls

9. INSPECTIONS

1. All Commercial Vehicle inspections will be recorded on either:

   a. A Uniform Driver/Vehicle Inspection Report (UDVIR), or
   b. An ASPEN report from.

2. A copy of the UDVIR or ASPEN report shall be forwarded to the Law Enforcement Technician for entry into the database.

3. At least once a week the Law Enforcement Technician will mail the hard copies of UDVIRs to the Washington State Patrol’s Commercial Vehicle Division.

4. CVEU deputies shall be responsible for sending electronic copies of ASPEN reports to WSP CVD headquarters. In addition, a “hard” copy of the report shall be provided to the Law Enforcement Technician for entry into the unit database.

5. Deputies are responsible for ensuring their ASPEN reports are submitted to the Washington State Patrol’s Commercial Vehicle Division in a timely fashion.

10. QUALIFICATIONS FOR SELECTION

   The selection process for the Commercial Vehicle Enforcement Unit shall adhere to the provisions outlined in the Office Manual at 5.01.004.00. Additional selection qualification/criteria shall include:

   1. Deputy Sheriff:
      a. The ability to repeatedly lift/carry fifty (50) to one hundred (100) pounds
      b. Demonstrated above average self-initiated enforcement work.

   2. Sergeant:
      a. Meet all of the qualifications for Deputy above
11. SPECIALIZED TRAINING/REQUIREMENTS

1. Deputies and Sergeants assignment to the Commercial Vehicle Enforcement Unit shall complete the following training:

   a. CVSA Level I and Level III Commercial Vehicle Inspector’s Courses
   b. WSP Size, Weight and Load Course
   c. CVSA level 1 certification
   d. Advanced traffic collision investigation and may elect to continue to Technical Traffic Collision Investigations levels
   e. CVSA certifications in HazMat and tanker vehicle inspections (as appropriate).
   f. Maintain an active BAC operator’s card and will be trained in Standardized Field Sobriety Testing (SFST)

2. Additional training requirements include:
   a. Successful completion of an additional thirty two (32) Level 1 inspections after passing the CVSA Courses (for a total of 64 in the first year) for certification.

12. COLLISIONS INVOLVING COMMERCIAL MOTOR VEHICLES

1. When the Sheriff’s Office has primary responsibility for a collision investigation involving a commercial vehicle, an on-duty Commercial Vehicle Enforcement Unit Deputy will respond to assist with the investigation and conduct appropriate vehicle inspections.

2. For major collision requiring the Sheriff’s Office Collision Investigation’s Unit, the CIU Supervisor shall have the discretion of involving CVEU personnel, to include the call-out of off-duty personnel as required.

3. Requests for assistance by other law enforcement agencies will be handled as any other mutual aid request to the Snohomish County Sheriff’s Office for assistance.
Evidence Control Money Handling (166_0).pdf
EVIDENCE CONTROL MONEY HANDLING
EVIDENCE CONTROL MONEY HANDLING

1. PURPOSE
   The Purpose of this standard operating procedure is to comply with R.C.W.63.21 found property, R.C.W.63.32 unclaimed property in the hands of city police, R.C.W.63.40 unclaimed property in the hands of the Sheriff, R.C.W.69.50 asset seizures, and to provide a consistent procedure to ensure the efficient tracking and handling of cash money identified as found or unclaimed and money seized being held pending asset forfeiture hearing.

2. FOUND/UNCLAIMED/SAFEKEEPING MONEY
   1. A standard Regional Evidence Facility Evidence Report will be completed by the deputy/officer booking the money. A specific notation on the form will indicate the exact amount of money and denominations being booked.
   2. The found money will be sealed in an evidence money envelope by the deputy/officer booking the money. Currency will be placed into the envelope flat, not rolled, folded, or crumpled. If there is an evidentiary need to demonstrate the original condition of the currency, it should be photographed prior to booking. The seams of the money envelope will be initialed and taped by the booking deputy/officer.
   3. The outside of the sealed envelope will contain a notation by the booking deputy/officer indicating the total amount of money contained in the envelope. The booking deputy/officer will also indicate the denominations of the currency and coin and the total of each denomination in the area provided on the money envelope. It is strongly suggested that the booking deputy/officer have the money count verified by another officer prior to sealing and have that officer sign the money envelope as the verifying officer.
   4. The evidence officer receiving the money will not unseal the money envelope at booking.
   5. Found or unclaimed money will be held in the regional evidence facility for ten working days to provide the owner an opportunity to claim the money.
   6. After ten working days, found or unclaimed money will be transferred to the appropriate department’s accounting technician or other designee authorized by the department head.
   7. The accounting technician will unseal the envelope and perform a count of the money. The evidence officer will witness the money count. Any discrepancy shall be noted on the Transfer Of Fund Receipt Form and initialed by the accounting technician and the evidence officer.
   8. The evidence officer will complete and issue a Transfer of Funds Receipt, to be signed by the accounting technician, indicating the transfer of the specific funds.
9. The original signed transfer receipt will be attached to the original evidence report. A copy will be retained by the accounting technician.

10. The evidence officer will update the evidence record to indicate the transfer of the funds to the accounting technician.

11. The accounting technician will deposit the funds in accordance with applicable statutes and procedures.

12. Money found incidentally by an evidence officer during processing of found or unclaimed property will be handled and processed in the same manner as indicated above, with the evidence officer performing the money count and securing the money in a money envelope. The booking deputy/officer will be notified of such instances. In criminal cases it will be the responsibility of the individual deputy/officer to notify the Prosecutor’s Office of any discrepancy.

13. Money/currency that is identified as collectable will be noted on the evidence booking form as a “valuable” and processed accordingly.

3. CLAIM PROCESS

1. Persons claiming found money in Sheriff’s Office cases will be notified by an evidence control officer to make an appointment with the Sheriff’s Office fiscal unit. Said appointment shall be at least 30 days after the Sheriff’s Office took custody of the money. Claimants will, in most cases, be instructed to schedule appointments on a Wednesday prior to 1000 hours.

2. The claimant will be directed to present a $10.00 statutory fee payment to the County/City Treasurer. The claimant will receive a receipt from the treasurer indicating payment of the statutory fee. The claimant will present this receipt to the accounting technician when claiming the money.

3. The accounting technician shall then provide the claimant a release to have a warrant issued by the treasurer.

4. Persons claiming money found in non-Sheriff’s Office cases will be provided written directives explaining the appropriate agency’s procedures.
4. SEIZED MONEY INTENDED FOR FORFEITURE

1. A standard Regional Evidence Facility Evidence Report will be completed by the deputy/officer booking the money. A specific notation on the form will indicate the exact amount of money and denominations being booked. A copy of the notice of seizure and intended forfeiture shall be submitted with the evidence report.

2. The seized money shall be sealed in an evidence money envelope by the deputy/officer booking the money in the manner described for found/unclaimed money. Deputies/Officers are encouraged to photograph or photocopy money seized and intended for forfeiture prior to booking.

3. The outside of the sealed envelope will contain a notation by the booking deputy/officer indicating the total amount of money contained in the envelope. The booking deputy/officer will also indicate the denominations of the currency and coin and the total of each denomination in the area provided on the money envelope. It is strongly suggested that the booking deputy/officer have the money count verified by another officer prior to sealing and have that officer sign the money envelope as the verifying officer.

4. The evidence officer receiving the money will not unseal the money envelope at booking.

5. Seized money will be booked into the regional evidence facility. On the next business day said money will be transferred to the designated Sheriff’s Office accounting technician.

6. When releasing money to the accounting technician, the accounting technician will unseal the envelope and the evidence officer will witness the money count. Any discrepancies shall be noted on the Transfer Of Funds Receipt Form and initialed by the evidence officer and the accounting technician.

7. The evidence officer will complete and issue a Transfer Of Funds Receipt to be signed by the accounting technician indicating the transfer of the specific funds.

8. The evidence officer will update the evidence records to indicate the transfer of the funds to the accounting technician.

9. A copy of the forfeiture order will be forwarded to evidence control by the fiscal office to be filed with the original evidence report.

10. The accounting technician will distribute the funds in accordance with applicable statutes. Any checks sent by mail shall be done by certified mail.

5. EVIDENTIARY MONEY

1. “Marked” money becomes actual unique physical evidence and may be booked as physical evidence using the standard booking process to include the use of the money envelopes. The envelopes and the booking form will indicate the money is “marked” money by the booking deputy/officer.
2. “Marked” money will be held in the evidence facility and released only upon receipt of a signed release authorization form.

3. Other money with evidentiary value shall be photocopied by the deputy/officer responsible for the case. Evidence officers will not photocopy money. Photocopies shall then be certified as true copies. This will be accomplished by the deputy/officer stamping the copies with a “true copy” stamp and affixing his/her signature to the copies. The true copies will then be booked into the evidence facility utilizing the standard booking process.

6. DISCREPANCY PROCESS

1. A copy of the transfer of funds receipt with the noted discrepancy and officer initials will be forwarded with the supervisor of the evidence unit issuing a memorandum to the deputy/officer booking the money. A copy will also be forwarded to the deputy/officer’s commander or other designated administrator.

2. The evidence officer will attach a copy of the memorandum and discrepancy to the evidence report. It will be the responsibility of the individual deputy/officer to notify the Prosecutor’s Office of any discrepancy.
Directed Patrol (151_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

DIRECTED PATROL UNIT
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DIRECTED PATROL UNIT

1. MISSION

1. The Direct Patrol Unit is a special assignment position within the Sheriff’s Office Patrol Division. Unit personnel focus their attention on pro-active police work and more serious criminal activity such as:

   a. Compliance checks/searches in partnership with Washington State Department of Corrections (DOC) of felons on Community Supervision, attempts to locate wanted persons,
   b. Follow-up investigations of serious criminal offenses,
   c. Active enforcement of traffic laws, and
   d. Conduct investigations into street level narcotics trafficking.

2. The unit often works in conjunction with other agencies within the county and will occasionally travel out of the area to locate and apprehend a subject that has been identified as being involved in criminal activity within Snohomish County.

3. A primary responsibility of the unit is to assist patrol deputies and detectives conducting follow-up investigations. The flexibility of the unit’s work schedule and the ability to dedicate full-time personnel to a specific incident or case is a key component of their mission.

2. ORGANIZATION, COMMAND AND STRUCTURE

1. The Directed Patrol Unit is assigned to the Field Operation’s Bureau.
2. The unit is under the command of a Captain assigned by the Field Operations Bureau Chief
3. A Lieutenant is assigned to oversee operations and administrative requirements as outlined below by the Captain with concurrence of the Field Operations Bureau Chief
   a. Administrative responsibility, work assignments, and overall supervision will be the responsibility the Lieutenant.
4. The first line supervisor is a sergeant who was selected in accordance with PPM 5.01/004.05. (See Section 3: SUPERVISOR’S RESPONSIBILITIES)
5. Deputy Sheriff’s are assigned to the Directed Patrol Unit in accordance with PPM 5.01/004.05.
6. Other non-SCSO personnel may be assigned to the unit, specifically, Washington State Department of Corrections Officers or Police Officers from participating agencies through inter-local agreements.
7. Tenure in the Directed Patrol Unit will be in accordance with the current bargaining agreement.

3. UNIT SERGEANT’S RESPONSIBILITIES

The unit Sergeant’s responsibilities shall include, but are not limited to, the following:

1. Direct the day to day activities of the unit.
2. Set priorities for Directed Patrol Unit assignments
3. Prepare and distribute the Directed Patrol Unit’s yearly expectations
4. Prepare and distribute the Directed Patrol Unit’s annual goals and objectives, as well as, supervise the attainment of those goals and objectives throughout the year.
5. Plan, coordinate, and prioritize activities dependent upon information provided from the Patrol Division and Investigation’s Division.
6. Read and approve all reports completed by Directed Patrol Unit personnel before distributing to the Records Unit. All reports will meet Sheriff’s Office guidelines in accordance with PPM 13.00/000.00/GO11-09.
7. Ensure that all reports and documents meet prosecutorial guidelines, monitor quality and thoroughness of investigations.
8. Participate in and oversee the handling and interaction with informants. Evaluate the strength and credibility of information gained. Direct the informant to the appropriate Investigation’s Unit when necessary.
9. Continually monitor and assess the performance of assigned personnel and provide written evaluation in accordance with Sheriff’s Office policy and procedures.
10. Continually assess the Directed Patrol Unit’s direction and effectiveness to determine ways in which the Unit’s procedures or system can be improved upon.
11. Act as a liaison between the Unit and the Snohomish County Prosecutor’s Office and other agencies as directed or appropriate.
12. Identify unit specific training requirements/needs and manage the training program for Unit personnel.

4. COMPLIANCE WITH LAWS, REGULATIONS, RULES, LAWFUL ORDERS AND THE POLICY MANUAL.

1. Deputies are required to obey all rules, regulations and procedures as set forth in this set of standard operating procedures, as well as, any other official document as it pertains to the Directed Patrol Unit and their specific or related duties.
2. In any situation that is not specifically addressed in this set of standard operating procedures, assigned Deputies will adhere to the Snohomish County Sheriff’s Office Policy Manual.
3. CODE OF CONDUCT

1. The success of the Directed Patrol Unit is based on the conduct, character, and demeanor of each person assigned to the Unit. Directed Patrol Unit members are to conduct themselves in a professional manner with regards to their dealings with suspects, fellow agencies, and the general public.
   a. Every employee assigned to the Directed Patrol Unit shall consistently conduct themselves in a professional manner when dealing with victims, complainants, fellow deputies, other agencies, and the public.

2. Each Unit deputy will dedicate their working hours to the pursuance of their duties and to the furtherance of the Sheriff’s Office Mission.

3. Unit deputies shall not socialize with, nor receive gifts from, or conduct trade with a criminal informant, criminal suspect, or other persons know to be of ill repute.
   a. If any deputy receives such an offer or becomes involved in such a relationship or situation, a supervisor in the unit’s chain of command will be notified and briefed.
   b. If a determination is made that there is a business necessity to continue the relationship or situation, all interactions shall remain strictly within the scope of established investigative protocols.

6. DRESS AND APPEARANCE

1. The primary uniform of the Directed Patrol Unit will be the class C uniform and unless otherwise directed.

2. The Directed Patrol Unit may be required to modify their primary uniform requirement based on operational needs. The Directed Patrol Unit vest and tactical gear may be authorized based on operational needs as approved by the Directed Patrol Unit Lieutenant.

3. Personnel are expected to meet personal appearance and uniform standards required for uniform patrol operations outlined in the Snohomish County Sheriff’s Office Policy Manual. Deviations can be authorized by the Unit Lieutenant and must be project specific.

4. When involved in operations where plain clothes are advantageous, casual clothing will be considered appropriate (such as jeans, T-shirt, and tennis shoes).
   a. When assigned a uniform position as part of an operation, the assigned Directed Patrol Unit deputy is expected to conform to the Snohomish County Sheriff’s Office Policy Manual concerning the authorized patrol uniform.

5. All Directed Patrol Unit personnel are expected to adhere to the Sheriff’s polices regarding the wearing of body armor.

6. Directed Patrol Unit deputies are expected to clearly identify themselves as Deputies when contacting persons. The identification may be verbal notification, displaying their badge, identification, or attire that clearly identifies them as deputies.

7. When contacting a suspect for possible enforcement action all Directed Patrol Unit deputies shall be expected to wear identification that clearly identifies them as deputies, including display of their badge.
7. OFFICE PROCEDURES

1. Civilians, unless employed by Snohomish County and escorted, will not be allowed unaccompanied access to the Directed Patrol Unit office. Interviews and/or interrogations of subjects, when possible, will not occur in the Directed Patrol Unit office.
2. Personnel shall adhere to the policies of Snohomish County and the Sheriff’s Office Manual relative to the use of telephones, cellular phones, and computer equipment.

8. DUTY SCHEDULE

1. The Directed Patrol Unit Lieutenant is responsible for developing and overall management of the unit’s expected daily work schedule to meet operational requirements and to ensure compliance with Sheriff’s Policies and the current applicable labor agreement(s).
2. The Unit Sergeant can make operational specific, temporary work schedule deviations to meet specific requirements associated with a particular investigation or assignment.
   a. All such deviations will be approved as soon as possible by the Unit Lieutenant.

9. VEHICLES AND OTHER SPECIALIZED EQUIPMENT

1. Directed Patrol Unit Deputies are assigned an unmarked fully equipped police vehicle.
   a. In addition, the Directed Patrol Unit has access to a pool of undercover vehicle to support specialized investigations.
2. Unit assignments may require the use of fully marked patrol vehicles. The Unit supervisor will be responsible for assessing this need in order to obtain fleet vehicles.
3. Undercover vehicles are not be used in suspect contacts unless necessary for officer safety or as required for the underway investigation/operation.
   a. The intent is that Directed Patrol Unit Deputies will make reasonable efforts to not compromise undercover vehicles thus limiting the future deployment of such vehicles for other operations or investigations
4. Assigned vehicle modifications must be approved as required by Sheriff’s Office policy and procedures.
5. Assigned personnel will meet the requirements of vehicle utilization and operations as required by Snohomish County and the Sheriff’s Office.
10. GENERAL OPERATIONS

1. The Directed Patrol Unit shall conduct operations and investigations consistent with the mission of the Unit and the mission of the Sheriff’s Office.
   a. However, first and foremost, Unit members are Deputy Sheriffs and are expected to conduct themselves appropriately and to meet the mission and core values of this Office.

2. The overall expectation is that Directed Patrol Unit deputies will conduct pro-active, non-traditional, project oriented police work as a priority.
   a. Directed Patrol Unit deputies are expected to monitor their police radio during operations.
   b. Unit personnel are expected to provide backup assistance to uniformed patrol officers in emergencies and respond to “Priority” calls in their vicinity as would any other patrol deputy
      i. An exception to this expectation is that their investigation or operation cannot be irretrievably compromised by such response.
      ii. “Help the Deputy/officer” events and other serious officer safety responses are always the priority. As with any other call, personnel are expected to exercise their best judgment and discretion in their decision making.

11. OBJECTIVE IDENTIFICATION AND SELECTION

1. Routine project objectives and priority operations are developed from several sources, including by not exclusively limited to:
   a. Command Staff, specifically, the Field Operations Bureau Chief
   b. Patrol Captain(s), Lieutenants, and Investigations Unit(s) Supervisors
   c. Patrol personnel and detectives
   d. Neighborhood groups
   e. Regional Narcotics and Gang Task Force(s)
   f. Crime analysis and statistical information
   g. Citizen complaints
   h. Other concerned governmental or private agencies

12. ACTIVITY REPORTS

1. The Directed Patrol Unit supervisor will report to the Lieutenant in written format bi-monthly.
   a. This report will document the Unit’s activities and provide detail on project status.
   b. This report will be used to update Command Staff on a monthly basis.
   c. Report detail and reporting mechanisms are to be approved by the Bureau Chief of Field Operations.
13. INFORMANT/CONFIDENTIAL SOURCE MANAGEMENT

1. Informants frequently provide essential information relative to on-going criminal activity, future planned illegal activity, the locations of wanted persons, or on crimes that have been committed. The management of that information and the people who provide such information is a responsibility of the Unit Sergeant. Specifically the Unit Sergeant shall ensure the reliability and appropriateness of the information provided by the informants, and the adherence to the relevant laws and regulations associated to such interactions.
   a. No informant under the age of eighteen shall be used.
   b. If an informant is arrested for a crime while working with a Directed Patrol Deputy, his/her contract will be considered void.
   c. Any informant who has been previously declared unreliable by any police agency shall not be used.
   d. When using informants of the opposite sex, Unit personnel will exercise specific attention and take appropriate steps to ensure the deputy to informant relationship adheres strictly to Sheriff Office policy and procedures and the strict maintenance of a proper business only relationship.
   e. In the event the informant’s motivation is to obtain a favorable recommendation to the prosecutor as to pending charges Unit personnel shall:
      i. Obtain approval of the Unit Sergeant, and;
      ii. Obtain approval of original charging agency and/or arresting officer, and;
      iii. Obtain prosecutor approval
   f. All informants must complete and sign the Directed Patrol Agreement as it pertains to informants.
      i. Once the above has been completed obtain a Confidential Source number and affix the number to the Confidential Source file card to protect the identity of the informant. The Deputy’s name must also be included in the Confidential Source file card.
   g. Confidential informants will not participate in raid planning, briefings or arrests.
   h. There shall be a minimum of two deputies present when making contact with Confidential Source/Informant unless pre-approved by the Directed Patrol Sergeant.
   i. When meeting with a Confidential Source/Informant of the opposite sex, there shall always be a minimum of two deputies present.
   j. Unit personnel shall maintain accurate and complete records of conversations, agreements, and issues relating to each Confidential Source/Informant.
   k. The exchange of information regarding the Confidential Source shall be restricted to personnel within our agency and other law enforcement agencies.
      i. Incident reports, affidavits for arrest, and search warrants shall not include the Confidential Source identity.
      ii. Unit Deputies shall verify all information provided by the Confidential Source.
iii. If Confidential Source proves to be unreliable, the Deputy shall submit a WSIN unreliable Confidential Source card and place a copy in the Confidential Source file.

14. SEARCH AND PLANNED ARREST WARRANT SERVICE PROCEDURES

1. Unit personnel shall not make planned arrests alone, except in emergent circumstances where an arrest must be made for the protection of human life. In such circumstances, Unit personnel shall comply with the Snohomish County Sheriff’s Office Policy Manual.

2. The Unit Sergeant shall ensure arrest and search warrants are fully reviewed and meet legal requirements and Sheriff’s Office standards, policies and procedures.

3. The Unit Lieutenant will ensure that an operations plan is developed for all planned operations and that all legal and Sheriff’s Office policies concerning such operations are met.

4. Prior to conducting any planned operation, the Unit Sergeant or Lieutenant shall attempt to de-conflict with WSIN or any other appropriate government agency.

15. INVESTIGATIVE FUND

1. The Directed Patrol Sergeant shall maintain the Investigative Fund in his/her office in a locked safe.
   a. The safe shall remain locked at all times unless funds are being distributed or accounted for in the monthly accounting cycle.
   b. The Directed Patrol Sergeant shall be the only individual authorized to maintain the key and safe combination.

2. The Directed Patrol Sergeant shall draw funds as needed for specific operations.
   a. At no time shall deputies be authorized to carry funds other than for an active investigation.
   b. Any funds not immediately used shall be returned to the Directed Patrol Sergeant to secure in the Investigative Fund safe.
   c. At no time shall the contents of the Investigative Fund exceed $800.

3. The Directed Patrol Sergeant shall maintain an Investigative Fund ledger. The ledger shall be inclusive of a starting balance, expenses incurred by deputies as a result of investigations, disbursements received to replenish the fund, and an ending balance.
   a. The ledger shall be audited/reconciled every month and submitted to the Lieutenant for review no later than the 5th day of each month.
   b. The Investigative Fund ledger shall be kept in the Investigative Fund safe.

4. Each Deputy shall complete a Directed Patrol receipt for each and every expenditure to include:
   a. the reason for the expenditure,
   b. case number,
   c. date, name, date of birth, and address of individual being paid or Confidential Source number if applicable.
All receipts will be submitted as soon as practical, but no later than the last
day of the month in which the expenditure was realized.

16. AUTHORIZED USE OF INVESTIGATIVE FUNDS

1. The use of Directed Patrol Unit investigative funds is authorized but not limited to:
   a. Payment to individual(s) for information
   b. Purchase of stolen property, contraband, firearms, and other items necessary
to document and identify participant for later prosecution or to establish
informant reliability.
2. The Directed Patrol Unit supervisor shall review all requests for investigative
funds disbursement and approve or disapprove accordingly.
3. Investigative funds shall not be used for any personal expenses.
4. Investigative Funds shall not be used to purchase items which can be readily
allocated through the Sheriff’s Office purchase process.

17. INFORMANT PAYMENT AND RECORDS

1. Payment will be made in a manner and amount appropriate to the location, scope,
nature of the investigation, value of the recovered property or contraband, level of
arrest and past Confidential Source performance.
   a. Any payment in excess of $100 shall be approved by the Directed Patrol
   Sergeant.
   b. Any payment in excess of $250 shall be approved by the Unit Lieutenant.
2. The Confidential Source shall sign a receipt for payment that is witnessed by two
deputies.

18. INFORMANT FILE

1. In accordance with the Sheriff’s Office management of informant’s procedures,
the Confidential Source files will be closed and secured in the Directed Patrol
Sergeant’s Office. These files constitute intelligence and investigative information
not subject to public disclosure.

Informant files shall contain the following information:

- Full name
- Aliases
- Date of Birth
- Physical description
- Distinguishing marks
- Social Security number
- Address
• Telephone number(s)
• Vehicle information
• Drug history
• Criminal history
• Associates
• Photograph
• Deputy who recruited the Confidential Source
• Confidential Source file number
• RMS, DOL, WACIC, NCIC, and WSIN record checks
• Complete history of activity
• List of prior agencies informant has worked for
• Original signed Confidential Informant Agreement forms and applicable contracts

19. DISCLOSURE OF INFORMANTS IN COURT

1. The requirements for disclosure will be determined by the level of involvement the informant had in the case. The disclosure of identity shall be avoided whenever possible. Any discussion in regards to the disclosure of the Confidential Source’s identity shall be done prior to trial.

2. The Directed Patrol Sergeant and prosecutor must confer to determine an alternative to the Confidential Source testifying in court. A major consideration to disclosure is the level of involvement the Confidential Source has on other open cases under investigation and the effect the testimony would have on those cases. In the event those cases would be negatively affected it would be in the best interest of the Sheriff’s Office and the public to have a case dismissed rather than disclose the identity of the Confidential Source.
ConsultationGuidelines.pdf
Use this guide to determine whether the MCU, SIU, GIU or CIU should be contacted for either consultation or call-out. If unable to contact the Unit Sergeant, contact the Division Commander.

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## Snohomish County Sheriff’s Office Investigations Division
### Consultation Guidelines for Patrol Supervisors

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S:\Templates and Forms
Rev: 07/14/2016
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

EMPLOYEE MANAGEMENT TEAM
EMPLOYEE MANAGEMENT TEAM

1. PURPOSE
Review information and make recommendation on ideas presented to the Sheriff’s Office regarding equipment, procedures, work settings or any other issue as directed by the Sheriff. The committee shall ensure that factors such as cost, additional workload, etc are addressed so that it is a complete proposal for approval.

2. GOAL
Encourage employee involvement and better align the needs of the Sheriff’s Office to the needs of the employees.

3. ORGANIZATION
The Employee Management Team, herein referred to as EMT shall be comprised of a task force of volunteer employees, which represent all areas of the Sheriff’s Office. The ideal size of this working task force is 7 members however it is not limited to that number.
1. Chairperson – Administration Services Bureau Chief
2. 2 representatives chosen by the Deputy Sheriff’s Assn.
3. 1 representative from the Special Operations Division
4. 1 representative from the Operations Division
5. 1 representative from Support Services Division (to include Records, Judicial Services and Evidence Control)
6. ODD Commander

4. CHAIRPERSON RESPONSIBILITIES
1. Schedule meetings and provide meeting itinerary/agenda to members. (at least 10 days prior to meeting)
2. Conduct meetings.
3. Ensure minutes of each meeting are taken, maintained, and disseminated to committee members and the Sheriff.
4. Publish and disseminate reports.
5. Shall be principal spokesperson for the committee.
6. Shall appoint a Vice-Chairperson from among committee members to assume chairperson responsibilities when absent.
5. MEETINGS

EMT meetings shall be held when ideas have been presented and the members have determined that the idea needs to be addressed. A minimum of 5 members must be present for a quorum and a majority vote decides to assign an idea. When there is a tie vote the Chairperson or Acting Chairperson shall have tie breaking vote. Each meeting shall consist of:
1. Presentation of employee researched written information.
2. Vote on accepting the suggestion for further research.
3. Assignment of research to the person making proposal or to team member.
4. Set timeline of research and for final presentation and recommendation.
5. Present research in a report to be forwarded to the Sheriff with an EMT recommendation.
6. Provide status reports on research by assigned person or team member.

6. REPORTS/DISSEMINATION

After an EMT meeting, the minutes shall be posted on the Emweb so that all employees shall have access to it.
The finished research shall be submitted with the EMT’s recommendation to the Sheriff, with a request for a response within 14 days.
The results of the research, the team recommendation and the Sheriff’s response shall be linked to the information network.

7. REQUIREMENTS

All employee idea presentations must be sent up the chain of command to the Administration Services Bureau Chief.
All employee idea presentations must include pros and cons, costs and funding sources if applicable.
Patrol Procedures Manual 01312017.pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff’s Office and supersedes all previous information relating to:

PATROL PROCEDURES MANUAL
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PATROL PROCEDURES MANUAL

The Patrol Procedures Manual is an official publication of the Snohomish County Sheriff's Office and is issued with the authority of the Sheriff. It is issued to provide direction and guidelines specifically relating to situations encountered by uniformed deputies.

1. PATROL PROCEDURES MANUAL

1.1 COMPLIANCE WITH DIRECTIVE OF THIS MANUAL
Personnel assigned to the Patrol Division, or operating under an incident being managed as a Patrol Division responsibility will comply with the directives set forth within the Patrol Procedures Manual. Personnel will pay close attention to relevant directives, which specify or require action to be taken or identify action which is prohibited.

1.2 PATROL PROCEDURES AS A SUPPLEMENT TO THE OFFICE MANUAL
The Patrol Procedures Manual represents a supplement to the Snohomish County Sheriff's Office Policy and Procedures Manual. It shall not replace any portion of that Manual nor shall it be construed to supersede any portion thereof. If a conflict is noted or perceived between the two manuals, the Policy and Procedures Manual shall take precedence.

2. PATROL PURPOSE AND MISSION

1. The mission of the Patrol Division is to support the overall mission of the Office, which is to protect and serve.

2. The Patrol Division pursues this Office mission through the enforcement of laws and ordinances, crime prevention, order maintenance, public education, and the protection of individual rights.

2.1 PATROL DIVISION'S ROLE

1. Patrol is the foundation of the law enforcement service. Patrol operations constitute the most visible and most easily accessible function of the Office. Patrol personnel have the greatest frequency of contact with the public. For these reasons, patrol deputies (more than any other personnel) create the public's perception of and support for the agency.

2. Patrol deputies encounter a wide variety of calls for service. They are called upon to perform a variety of tasks. As the first responders in most situations, they often arrive at complex and chaotic events. Deputies are required to assess situations, restore order, protect lives,
property and rights, collect and record information, investigate crime, and arrest suspects.

3. The public visibility and complexity of the patrol function highlights the necessity for the highest standards of conduct and performance, which reflect the Office's mission and values statements.

2.2 COMMAND STRUCTURE

1. The Patrol Division shall be commanded by a Sheriff’s Captain. The Captain shall be responsible for all precincts and contract cities.
   a. Precinct Lieutenants will be assigned by the Captain to oversee day to day operations of the precincts.
   b. Operation Lieutenants(s) will be assigned at night to oversee field operations during evening hours.

2.3 PATROL CAPTAIN

1. The Patrol Captain shall be appointed by the Sheriff or his designee and report to the Operations Bureau Chief.

2. The Patrol Captain has the operational authority and responsibility of all precincts and contract city staff, their operations and resources.

3. The Captain responsibilities include, but not limited to:
   a. Planning, organizing, and setting county wide goals with the Bureau Chief for the Patrol Division;
   b. Reviewing decisions made by subordinates related to office policies and objectives;
   c. Monitor and evaluate the work of subordinates and prepare performance evaluations;
   d. Analyze operational and organizational problems; study records, reports and recommendations; recommend changes in office policy and procedures; initiate improvements in operations within scope of authority;
   e. Gather and analyze information and data; review compstat reports, perform strategic planning;
   f. Prepare budget proposals for Patrol Division.
   g. Maintaining consistency of work rules between all three precincts, thereby:
      i. Supervise Lieutenants
      ii. Develop community partnerships.
      iii. Schedule Command Duty Lieutenant rotation
2.4 PRECINCT LIEUTENANT

1. The Precinct Lieutenant(s) is assigned and reports to the Patrol Captain. The Precinct Lieutenant(s) shall be responsible for the day to day operations of the geographic area of their assigned precinct. This includes administrative tasks, operational duties, staffing, resource allocation, and the care and maintenance of the physical building.
   a. An exception to this policy is the Contract City Lieutenants who will be assigned by the Sheriff with input from the Contract City administration.

2. The duties of the Precinct Lieutenant include, but are not limited to:
   a. General oversight of field operations within their assigned precinct;
   b. Resource allocation;
   c. Billet assignments and vehicle assignments of personnel;
   d. Personnel on disability or light duty, paperwork etc.
   e. Maintaining patrol schedule and sharing resources with other precincts and contract cities;
   f. Assist Captain with planning;
   g. Coordinate, implement, and evaluate plans and programs;
   h. Monitor and evaluate the work of subordinates;
   i. Identify organizational problems; take corrective action when necessary to ensure compliance with office policy;
   j. Investigate allegations of misconduct by office personnel;
   k. Prepare monthly compstat report, analyze crime trends and spikes, and make recommendations for handling;
   l. Analyze law enforcement problems and recommend more effective approaches.
   m. Be the Incident Commander at critical incidents within their assigned precinct;
   n. Establish and maintain communication with community groups; represent the office to other outside agencies and the public.
   o. Coordinating “special projects” as directed by the Patrol Captain;
   p. Supervising sergeants
2.5 OPERATIONS LIEUTENANT

1. The Operations Lieutenant shall report to the Patrol Captain. The Operations Lieutenant shall have operational oversight during the work week and the night time hours when the Precinct Lieutenant is not on duty.

2. On weekends, the Command Duty Lieutenant Procedure will be in effect (please see 2.06.00). Operations Lieutenant(s) and Precinct Lieutenant(s) are expected to closely coordinate and work together on plans and programs.

3. The duties of the Operations Lieutenant include, but not limited to:
   a. General oversight of field operations (county wide) during the hours the Precinct Lieutenant is not on duty.
   b. Resource allocation and call prioritization county wide.
   c. Incident Commander at critical incidents.
   d. Supervision of Directed Patrol.
   e. Supervision of K-9.
   f. Coordinating “special projects” as directed by the Captain.
   g. Assist Precinct Lieutenants

2.6 COMMAND DUTY LIEUTENANT

1. Lieutenants will rotate through a “Command Duty Lieutenant” role. The role shall be utilized when neither a Precinct nor Operations Lieutenant is on duty. The Command Duty Lieutenant is responsible for:
   a. Response to incidents requiring incident command
   b. PIO duties
   c. Go to person for on-duty supervisors for notification and question.

3. FIELD PROCEDURES

1. Field procedures relating to such basic areas as arrest, use of force, use of vehicles, conduct, and communications are covered in the Snohomish County Sheriff's Office Manual.

2. The directives listed below address narrower and more specialized issues which confront deputies working in Patrol and Traffic assignments.

3.1 EXPECTATIONS OF PATROL PERSONNEL

1. Deputies are expected to actively police their beat. This involves responding promptly to calls for service, engaging in proactive preventive patrol, fully investigating suspected criminal activity, checking of
suspicious circumstances, and providing appropriate information and assistance to the public.

2. Deputies shall not make traffic stops, subject stops, arrests, searches, seizures, nor issue notice of infractions based on a person’s sex, ethnic background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

3.1.1 Criminal Investigations

1. Criminal justice research indicates that the better the information and evidence gathered by the initial first responder, the greater the likelihood the case will be solved. Therefore, patrol personnel are expected to thoroughly investigate all known and suspected criminal activity.

2. Such investigations shall include:
   a. Detailed written reports of observations;
   b. Thorough crime scene processing and gathering of evidence;
   c. Canvassing areas for possible victims, witnesses and suspects;
   d. Thorough victim and witness interviews; and
   e. Thorough interrogation of suspect(s).

3.1.2 Response to Corrections and County Campus

The Snohomish County Jail and County Campus are the responsibility of the Snohomish County Sheriff’s Office. The following protocols have been put into place for calls for service:

1. Calls for service for crimes committed at the jail will be dispatched to patrol for initial response. The need for additional resources shall be determined by the shift supervisor.

2. Depending on nature, severity, and/or complexity of investigation, Investigation Division detectives may be called out to assist.

3. Death investigations will be investigated by MCU.

4. SMART shall be consulted if the custody death has any potential nexus to a use of force by Correction’s Staff or by the booking or arresting law enforcement agency.

5. The Sheriff’s Office Marshals are responsible for campus security.

6. The Marshalls shall respond (when on duty) to calls for service on the campus that involve minor criminal complaints and do not necessitate investigative processing, (ie. collection of evidence)

7. The Marshalls shall take subjects with warrants into custody and transport them to the Snohomish County Jail (Corrections Bureau).
8. Complex cases shall be referred to patrol or detectives.

3.2 SUSPICIOUS PERSONS OR CIRCUMSTANCES
Deputies are expected to thoroughly investigate persons that are acting in a suspicious manner or circumstances which appear to be suspicious or a threat to public safety.

3.2.1 Field Interviews
When contacting suspicious persons, deputies may choose to conduct and document a field interview with them. The conduct of such interviews is encouraged since they can provide valuable information regarding crimes and help to establish a very visible law enforcement presence.

3.2.2 Field Interview Reports
1. Deputies shall document field contacts by filling out a Field Interview Report (FIR) card (Form # SH-209—see Appendix A).
2. Completed FIRs shall be entered into the RMS (Records Management System) by a precinct secretary, and then forwarded to the Precinct Crime Analysis Deputy for appropriate dissemination.

3.2.3 Sharing Information
Deputies are encouraged to share information obtained in the course of professional duties with others assigned to their shift, their immediate supervisors, and, if warranted, with Detectives and the Precinct Crime Analysis and Intelligence Unit.

3.3 COORDINATION AND COMMUNICATION BETWEEN SHIFTS
1. The shift supervisor ending their watch shall brief the oncoming shift supervisor regarding pertinent conditions and incidents, which could affect the work of those starting their watch. Supervisors shall pass on incidents of significance to their Lieutenant to be incorporated in the Patrol Division Report.
2. Supervisors, deputies, and other Office personnel are expected to convey pertinent information to other units in the office. Information of a non-urgent nature should be conveyed via chain of command. Information of an urgent nature should be conveyed directly to affected personnel, prior to secondary dispersion via the chain of command.

3.3.1 Shift Briefings
Shift briefings should accomplish (at a minimum) the below listed and basic tasks:
1. briefing deputies with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards,

2. changes in the status of wanted persons, stolen vehicles, major investigations,

3. information regarding relevant community-based initiatives.

4. changes to their schedules and/or assignments.

5. legal updates

6. new or changed directives.

7. supervisors should evaluate deputy readiness to assume patrol.

   i. Shift briefings should be conducted daily. Flexibility is afforded to the time and location of the briefing. If a briefing is cancelled or deputies are unable to attend, the shift supervisor should contact those deputies assigned to their shift and pass on the pertinent information.

   ii. Supervisors shall complete their roll call briefing reports which shall be posted in the roll call binder.

3.4 INFORMANTS

1. Citizens willing to share information regarding suspicious or criminal activity are useful to the patrol function.

   a. Most informant management will be the responsibility of detectives in the Investigations Bureau or the Snohomish Regional Drug Task Force.

2. Citizens who wish to simply report on crime or suspicious activity out of civic duty or neighborhood safety concerns should be encouraged to do so.

3. Those who wish to provide information on major cases or who are seeking some kind of inducement or consideration (money, reduced charges or penalties in their own cases) should be referred to detectives in Investigations or the Snohomish Regional Drug Task Force.

4. While deputies are encouraged to develop informant information, the use of confidential or paid informants is reserved to detectives assigned to specialty unit or those deputies that possess informant management training and also their sergeant’s written approval [3.04.00 A (1)].

3.5 ON-SCENE SUPERVISOR

Deputies shall contact a supervisor for on-scene response in the following situations:

1. Injury or death to a deputy
2. Use of potentially lethal force by deputy (whether or not resulting in injury or death to another)
3. Collision involving an Office vehicle
4. Dead body (whether apparently due to homicide; suicide; or natural causes when unattended)
5. Criminal act or collision involving the employee of another agency
6. Any emergency or disaster likely to require significant extra resources
7. Law enforcement officer involved domestic violence for SCSO and all other law enforcement agencies.
8. Other circumstances in which a supervisor's presence is viewed as necessary.

3.5.1 Other Than Immediate Supervisor
   If the deputy's immediate supervisor is not available (including the master patrol deputy), deputies shall contact an on duty supervisor from another precinct, or if the situation warrants, contact their precinct Lieutenant or Operations Lieutenant.

3.6 RESPONSE TO ALARMS
1. Deputies may respond to many alarms throughout their shift and may also respond to the same location time after time.
   a. Deputies should not assume that an alarm is false until it has been verified to be false.
   b. Deputies shall respond to audible alarms in an expeditious manner.
   c. Deputies responding to silent, panic, or hold up alarms shall cut their code response in a reasonable distance from the alarm so as to not warn potential suspects of their arrival.
2. Deputies shall attempt to conceal themselves and their vehicles upon arrival and shall set up containment of the building if at all possible.
3. Telephone contact should be attempted either by a deputy or dispatch to confirm the alarm is a good alarm or false.
   a. If it appears to be a false alarm, deputies shall respond until cancelled by the alarm company or until they have confirmed with someone at the scene that the alarm is false.
4. Deputies shall (if at all possible) have someone from inside the building or residence exit the structure and walk to their location to confirm a false alarm.
5. Any subject who is contacted should have a F.I.R. filled out on them.
6. Deputies shall issue false alarm reports on all false alarms unless extenuating circumstances dictate otherwise.

3.7 WORKING WITH K-9 UNITS

1. The availability of K-9 units can be a real advantage to patrol deputies. Deputies should consider inquiring about the availability of K-9 when:
   a. tracking of dangerous suspects is desired
   b. danger to officer (such as building search)
   c. locating evidence
2. K-9 units not on duty shall not be called out unless first approved by a supervisor.

3.7.1 Assisting K-9 Response

K-9 Units work most effectively when:
   - track of suspect is not contaminated by others (deputies);
   - area is cordoned off;
   - containment is set up. Deputies are reminded that they should stay in their vehicles with emergency lights on. Their motor should be off when a K-9 unit approaches the area they are containing.

3.8 DEALING WITH MENTALLY ILL SUBJECTS

3.8.1 Conditions for Taking the Mentally Ill into Custody

Deputies may take apparently mentally ill persons into custody under the following circumstances:

1. The person appears to be in danger of serious physical harm due to failure to provide for their own health or safety needs, or
2. The person appears to have a repeated or escalating loss of control over actions and is not receiving care essential for personal health and safety, or
3. The person presents a substantial risk of physical harm to himself/herself (e.g., threats or attempts to commit suicide, self-inflicted injury), or
4. The person presents a substantial risk of physical harm to another person or has already committed same, or
5. The person presents a substantial risk of significant harm to the property of others or has committed same.
3.8.2 Mentally Ill Prisoners
The processing of mentally ill prisoners shall be in accordance with other Snohomish County Sheriff’s Office Policy and Procedures.

3.8.3 Evaluation of Mentally Ill Persons
1. Deputies may request on-site mental health evaluations of mentally ill persons by mental health professionals through dispatch or direct calls to the County Mental Health Office.
2. Deputies transporting mentally ill persons for evaluation will complete appropriate reports.
3. Due to the amount of time necessary to transport a non-custodial mentally ill person to the hospital for a mental health evaluation, private ambulance should be used for transport if practical.
4. In this case, the deputy shall give the carbon copy of the “Officers Mental Health Contact Report” to the ambulance personnel for the mental health professional’s use.
5. Deputy(s) will follow the ambulance or aid car and remain at the hospital until relieved by the MHP for all involuntary commitments.

3.8.4 Dangerous Persons
When there is a particular person that is believed to be a likely candidate for involuntary commitment and has the potential for being dangerous either to oneself or others, a representative of the Office may request a mental health official to undertake an investigation of that person.

3.8.5 Mentally Ill Subjects: Reporting
Deputies shall complete an “Officers Mental Health Contact Report” for all involuntary and voluntary commitments.

3.8.6 Intoxicated Persons
1. Intoxicated persons should not be taken into custody for involuntary commitment unless they display signs of being gravely disabled or a danger to themselves or others or the property of others.
2. Non-violent, cooperative intoxicated persons may be transported to the appropriate Detoxification Center on a voluntary basis.
   a. Deputies should call the detoxification center prior to transport to confirm that they will accept the subject transported.
3.9 ANIMAL COMPLAINTS

3.9.1 Vicious Domestic Animals
1. When responding to vicious animal complaints, deputies should verify that the animal is vicious, and then stand by until Animal Control personnel arrive on scene.
2. If there is an immediate danger to people and containment is not a practical option, personnel are authorized to utilize their firearm(s) as allowed under the Policy and Procedures Manual.

3.9.2 Animal Bites
1. In cases of animal bites, if the animal's ownership cannot be determined, the deputy shall contact Animal Control for pickup.
2. If the owner is known, the owner shall be instructed to confine the animal for ten days, away from other animals and humans.
3. Deputies shall forward copies of their report to animal control for follow up in a timely manner.

3.9.3 Injured Animals
1. Upon receiving a report of an injured animal in the area south of Snohomish River and west of Highway 9, PAWS may be called during hours where Animal Control is not available.
2. In all other areas, a deputy shall verify that the animal is injured, secure if possible, and after supervisor approval call the on-call Animal Control Officer.
3. Injured wildlife will be referred to the Washington State Department of Fish and Wildlife.

3.9.4 Dogs Running At Large
1. Complaints of dogs running at large (commonly referred to as "stray" dogs), shall be handled by Animal Control during duty hours. Advise the complainant that they may confine the animal and Animal Control may pick it up during duty hours.
2. If the animal is loose in a "leash law zone," advise Animal Control during duty hours. If the owner of the animal is known by the complainant, the owner should be contacted by a deputy and advised that they are in a leash law area and a citation could be issued for allowing his dog to run at large. (SCC 9.14.030).
3. Deputies can issue citations for leash law violations if necessary.
a. It should also be noted that all of unincorporated Snohomish County with the exception of the reservation, is now a leash law zone.

3.9.5 Barking Dogs
1. Snohomish County Code 10.01.040 makes it unlawful to allow sound that is a public disturbance noise to originate from your property including "...frequent, repetitive, or continuous sounds made by any animal which unreasonably disturbs or interferes with the peace and comfort of property owners or possessors."
   a. The ordinance exempts sounds made by livestock and sounds made in animal shelters and licensed kennels.

2. The Sheriff or any duly appointed deputy sheriff is authorized and directed to administer and enforce the provisions of chapter 10.01 SCC pertaining to public disturbance noises. When a civil infraction is issued each violation shall be subject to a civil penalty of:
   a. $100 when the violator is not engaged in commercial ventures as defined in SCC 28.08.100; (i.e. residence) and
   b. $250 when the violator is engaged in commercial ventures as defined in SCC 28.08.100 (i.e. business kennel)
   c. Penalties for an additional separate violation of a like nature by the same person within a three year period shall be double the rates identified.
   d. A second or any additional separate violation/s of a like nature committed by the same person within a 24 hour period can be cited for a misdemeanor or can be fined for each violation not to exceed $1,000 in fines in the 24 hour period.

3. Accordingly, "barking dog" complaints will be handled by the deputy on duty at the time of the complaint, or in a manner similar to any other noise complaint.

4. Deputies are encouraged to handle the complaint to conclusion, without additional contacts having to be made by other deputies on an ongoing basis.

3.9.6 Stray Livestock
1. Deputies will attempt to locate the owner of the stray animal by checking fences in the area and checking with people in the area.
   a. If the owner is located, it is their responsibility to contain the animal.
b. If the owner is not located, and after supervisor approval, Animal Control may be called to impound the animal.

2. In the event that the animal, or animals, have done damage to a person's property, that person may retain the animal(s) until the owner pays damages.
   a. There are notice requirements in this statute and property owners should contact an attorney for legal advice.

3.9.7 Injured Horses and Cattle
If a horse or cow is injured, attempt to locate the owner.
   1. If the owner is located and he wants the animal disposed of, you may dispose of it upon his written request.
   2. If the owner is not located, call Animal Control and they will determine whether to put the animal down or have a veterinarian check it.

3.9.8 Wild Animals
   1. When detailed to or confronting wild animals posing a nuisance, deputies shall contact Animal Control officers or State game agents.
   2. Deputies are authorized to kill a wild animal which is posing an imminent danger to people or is seriously injured.

3.10 COURT PAPERS
The service of court papers are part of the duty of the Sheriff’s Office. While the majority of court papers service is carried out by Special Service Officers, deputies are also involved in this activity.
   1. Deputies shall serve court papers as directed by supervisors.
   2. Court papers directing a deputy to transfer custody of a child shall be reviewed by a supervisor prior to being served.

3.11 SPECIAL INVESTIGATIONS MANDATORY CONSULTATION
   1. Deputies shall contact the Special Investigations Unit Sergeant for consultation or call out for the following crimes.
      a. Kidnap of juvenile victim
      b. Rape, incest, or molestation of juvenile victim
      c. Felony assault on a juvenile victim under 13 years of age or CPS referral
2. Deputies may contact the Special Investigations Unit Sergeant for consultation or call out for the following crimes:
   a. Unlawful imprisonment of a juvenile victim
   b. Rape, incest, or molestation of an adult victim
   c. Reckless Endangerment of a juvenile victim
   d. Harassment, stalking, or luring of a juvenile victim
   e. Criminal Mistreatment of a juvenile victim (Recommended)
   f. Sexual Misconduct with a minor (recommended)
3. If the Special Investigations Unit Sergeant is unavailable then the Investigations Commander shall be contacted.

3.12 MAJOR CRIME MANDATORY CONSULTATION
1. Deputies shall contact the Major Crimes Unit Sergeant for consultation or call out for the following crimes:
   a. Suspicious death
   b. Assault when injury likely to cause death
   c. Kidnap of adult victim
   d. Missing person with foul play suspected
   e. Deputy involved death or serious injury
2. Deputies may contact the Major Crimes Unit Sergeant for consultation or call out for the following crimes:
   a. Unlawful Imprisonment of adult victim
   b. Felony assault of an adult victim (non-deputy) or juvenile victim 13 years or older.
   c. Reckless Endangerment of an adult victim
   d. Harassment or stalking of an adult victim
   e. Criminal Mistreatment of an adult victim
3. If the Major Crimes Unit Sergeant is unavailable then the Investigations Commander shall be contacted.

3.13 MANDATORY NOTIFICATION
1. The shift supervisor or his/her designee shall be responsible for notifying the appropriate Lieutenant, Captain, Bureau Chief, Undersheriff, and Sheriff whenever any of the following instances occurred.
a. Notification shall follow chain of command. Once notifying the person above in the chain, responsibility transfers to the next higher rank.

2. The following instances necessitates an in-person or telephone contact:
   a. Serious injury or death to an on-duty or off-duty employee.
   b. Sheriff’s Office vehicle accidents resulting in serious injury or death to either deputy(s) or citizen(s).
   c. Officer involved shootings.
   d. Any major disturbance (such as a riot at the Washington State Reformatory or Snohomish County Jail) or any other major disaster.
   e. Search and Rescue missions that require the use of the Sheriff’s Office helicopter and/or any mission resulting in serious injury or death to victim, volunteer or personnel.
   f. Any unusual occurrence that shift supervisors deem necessary.
   g. Any injury to on-duty personnel that requires a hospital visit.
   h. Any use of force where the suspect loses one or more life functions for any period of time.
   i. Allegations of criminal conduct by Sheriff’s Office personnel.

3. The following incidents may only require email notification:
   a. Assaults which may result in death or serious permanent injury to the victim.
   b. Homicide(s).
   c. Any collision involving a Sheriff’s Office vehicle.
   d. Any incident that may receive significant media attention.
   e. Any incident where SCSO causes significant property damage.
   f. All uses of Pursuit Intervention Technique.
   g. Callouts of Investigations or Special Operations staff.

4. THE TRAFFIC FUNCTION

1. Traffic safety is essential to protection of lives and property in Snohomish County. The Snohomish County Sheriff's Office is responsible for the enforcement of traffic laws and collision investigation on county roads.

2. The goal of the Office's enforcement efforts is the prevention of collisions and the enhancement of personal safety.

3. Traffic law enforcement is not only the special responsibility of deputies assigned to traffic duties but is also the responsibility of all patrol deputies.
4.1 TRAFFIC LAW ENFORCEMENT
Deputies are expected to take enforcement action when traffic violations of a possible or actual collision causing nature occur in their presence, or when probable cause exists upon investigation of a collision or criminal traffic matter.

1. Enforcement may be in the form of a written notice of infraction, written or verbal warning, or a custodial arrest for those traffic violations enumerated in RCW 46.63.020.

2. Enforcement of other traffic laws such as parking, equipment violations and other non-hazardous violations is encouraged as assignment and/or work load permits.

4.2 SPECIAL GROUP VIOLATORS

4.2.1 Juveniles
1. Juveniles sixteen and seventeen years of age may be handled as adult violators for traffic offenses.
   a. Juveniles under the age of sixteen may be referred to the Juvenile Court for traffic violations.
   b. When appropriate, juvenile court referrals shall be forwarded to the Juvenile Court Prosecutor's Office.

2. An attempt should be made by the deputy to inform the juvenile's parent or guardian of violations resulting in referral or arrest.

3. Additional information regarding the handling of juveniles can be located in the Office Manual at 11.06.000.

4.2.2 Legislators
1. During the legislative session, legislators are "privileged from arrest in all cases except treason, felony, and breach of the peace," (Art. II, sec. 16, WA. St. Cont.)

2. Legislators may be issued traffic infractions and they may be taken into custody for the purpose of obtaining a breath test but they should not be incarcerated for misdemeanor violations during the legislative session.

4.2.3 Foreign Diplomats and Consulate Officers
1. Foreign diplomats and consulate officers may be issued traffic notice of infractions and citations. They may also be taken into custody for the purpose of a breath test.
2. Should the question arise as to proper protocol, contact the U. S. Department of State Operations Center at (206) 647-2412 (24 hours).

4.2.4 Foreign Nationals
If a known foreign national is custodially arrested, he/she shall be advised of their right to have a consular representative notified that they have been arrested or detained and that they may be able to obtain legal counsel.

1. Some countries require mandatory notification and therefore the foreign national shall be advised that there is not a choice in advising of their consular representative about the arrest or detention.

2. Questions can be answered through the Assistant Legal Adviser for Consular Affairs at (202) 647-4415 or after hours at (202) 647-1512.

4.2.5 Military Personnel
1. When a custodial arrest is made of military personnel, the arresting officer should attempt to notify the individual’s home base. If this is not possible, contact the nearest base of the same service and inform them of the detention.

2. This does not apply to the issuance of a traffic citation when an actual custodial arrest is not made.

4.3 CONTACT WITH VIOLATORS
1. Deputies are to maintain a courteous, professional, and positive approach when contacting traffic law violators while still taking proper steps and precautions to assure their safety and well-being as well as that of the violator.

2. Deputies making traffic stops should consider preplanning their stop to afford adequate parking for both the violator and the police vehicle.

   a. Deputies should use their patrol vehicle in such a way as to provide protection for the deputy while making his/her approach and contact with the violator.

   b. Consideration should be given to the width of the roadway, the traffic conditions, and occupants of the violator’s vehicle.

3. Traffic stops initiated by deputies in full uniform shall serve as the norm for enforcement action

   a. Traffic stops by deputies that are either out of uniform or in partial uniform are discouraged due to officer safety and possible citizen
identification issues, but nothing in this subsection is to be construed to limit a deputies discretion in enforcement.

4.3.1 Information Provided to Violators
Upon issuing a notice of infraction, deputies shall inform violators of the following:
1. That the violator should read the front and back sides of the infraction for instructions.

4.4 UNIFORM ENFORCEMENT
The following uniform enforcement policies regarding the below enumerated traffic violations are necessary in order to provide a fair and reasonable approach to traffic enforcement, and to promote the public acceptance of traffic enforcement.

4.4.1 Driving Under the Influence of Alcohol/ Drugs
Due to the danger posed by the impaired driver, it is this Office's policy and part of the Office’s crime fighting plan to vigorously seek out and arrest the impaired driver.

4.4.2 Speed Violations
1. A written warning, verbal warning, or Notice of Infraction may be issued for speed violations.
2. The deputy should take into consideration time of day, pedestrian traffic, other traffic conditions, weather conditions, amount of speed in excess of speed limit, as well as other factors affecting the safety of the public in determining the appropriate enforcement action for speeding.
3. The overt goal in traffic enforcement is community safety.

4.4.3 Other Dangerous Violations
Deputies are expected to take enforcement action upon witnessing traffic violations of a possible or actual collision causing nature.

4.4.4 Equipment Violations
Regular or warning citations or verbal warnings may be issued for equipment violations at the discretion of the deputy.
4.4.5 Public Carrier/Commercial Vehicle Violations
   1. If a local transit, school bus, or commercial vehicle is stopped for a violation, the deputy shall obtain the driver's license and inform him/her of the violation.
   2. If an infraction is to be issued, it shall be issued in an expeditious manner so as not to interfere with the bus schedule more than is necessary.

4.4.6 Violations not Presenting Collision Danger
   Deputies are encouraged to work such violations as assignment and work load permits.

4.4.7 Multiple Violations
   No more than three violations may be written on a notice of infraction form. Infractions and misdemeanors may not be cited on the same form.
   1. All traffic violations arising from the same incident shall be cited into the same court.

4.4.8 Newly Enacted Laws and/or Regulations
   Normally, a period of public information and/or warnings shall take place before written infractions are issued regarding newly enacted laws and/or regulations.

4.5 EMERGENCY EQUIPMENT
   1. The use of emergency equipment shall be in compliance with RCW 46.61.035.
   2. Deputies shall use emergency equipment (lights, siren, and spotlight) as necessary to accomplish traffic enforcement task.
   3. For safety reasons, overhead emergency lights and/or hazard lights should (generally) be left on during a traffic stop.

4.6 SPEED MEASURING DEVICES / OPERATION
   1. Deputies shall complete office approved instruction before they will be certified to operate radar and/or laser speed measuring equipment.
   2. The operation and maintenance of radar and laser speed measuring devices shall be in compliance with the manufacturer's recommendations and instruction received by deputies.
   3. Any malfunction of a radar or laser speed measuring device shall be brought to the immediate attention of the Precinct Commander or his/her designee. The radar or laser speed measuring device shall be taken out of
service immediately if there is a malfunction which causes the unit to operate improperly.

4. Routine maintenance and certification of radar and/or laser units shall be done before a new radar and/or laser unit is placed into service, and at least every two years for existing units.

4.7 TRAFFIC INFRACTIONS
1. Deputies may obtain Notice of Infraction books from their sergeant. Deputies shall sign books out and will be accountable for each infraction issued.
2. Any discrepancies shall be explained in writing to precinct commander via the chain of command. Discrepancies shall be noted on a traffic log.

4.8 TRAFFIC DIRECTION AND CONTROL
Deputies and/or volunteer personnel may occasionally be expected to personally direct and control traffic due to accidents, hazards, disasters, and public events. This function serves to assist traffic flow and to enhance the safety of pedestrians and vehicles.
1. Care shall be taken to protect personal safety while performing this duty. Safety vests or directive clothing should always be worn when directing traffic from a traffic lane.
2. If a significant amount of time is needed for traffic control, County Roads (or DOT for State routes) should be called to respond with traffic control signage.

4.9 VEHICLE ESCORTS
1. Vehicle escorts to accompanying dignitaries, oversized loads, or actions which facilitate special events shall be at the discretion of the Field Operations Bureau Chief.
2. Office vehicles shall not be used to accompany ambulances, medic units, or other civilian vehicles in any emergency capacity.

4.10 EMERGENCY ROAD ASSISTANCE
Deputies shall note the location of stranded motorists and either personally assist or call in the location for other agencies to assist the motorist if engaged in another assignment.

4.11 HAZARDOUS ROAD CONDITIONS
1. When hazardous road conditions come to the attention of a deputy (e.g., traffic light malfunction, damaged or missing stop sign, oil or debris on
the roadway), deputies shall notify dispatch immediately so that they may contact the appropriate agency to correct the situation.

2. If the hazardous condition presents an immediate danger to those using the road, deputies shall take action to lessen the immediate danger or to divert traffic.

4.12 ABANDONED VEHICLES

4.12.1 Abandoned Vehicle Procedure
1. Upon discovering an abandoned vehicle, a deputy shall attach a notification sticker to that vehicle in a readily visible location. High-visibility markings may also be written on the back window denoting the time and date of the initial contact by deputies.

2. A reasonable attempt shall be made by the deputy tagging the vehicle to contact the vehicle's last owner and have the vehicle removed by the agency.

3. If an abandoned vehicle is not removed after a minimum of 24 hours, the vehicle is subject to being towed and impounded. The deputy tagging the vehicle is expected to check the vehicle and arrange for impound, however, a tagged vehicle left for more than 24 hours should be impounded by any deputy encountering the vehicle.

4. Deputies shall immediately impound vehicles which create traffic and other safety hazards unless the owner or owner's representatives can place the vehicle in a safe and legal location in a reasonable amount of time.

5. The Records section shall be notified by the deputies whenever vehicles are impounded. Notification will include year, make, model, color, and license plate of car, date posted, date impounded, and towing company used and will be made by faxing the vehicle impound section of the incident report to Records prior to going off shift.

4.12.2 Junk (Hulk) Vehicles
1. "Junk vehicle" means a motor vehicle certified under RCW 46.55.230 as meeting the following requirements:
   a. Is three years old or older.
   b. Is extensively damaged. Such damage including but not limited to any of the following: a broken window, or windshield, missing tires, motor, or transmission.
   c. Is apparently inoperable.
d. Is without valid, current registration plate.
e. Has a fair market value equal to the value of the scrap in it.

2. Deputies called to a hulk vehicle sign off shall ensure the above requirements are met before signing the hulk (junk) vehicle sign off form. Deputies shall provide information on the vehicle’s registered and legal owner to the land owner if there is a record available.

4.12.3 Hulk Vehicle Impounds- Public Property Only

1. Sheriff’s Office personnel will use the following resource in the removal of hulk vehicles from public property:
   a. The “Environmental Cleanup Program” is administered through the Solid Waste division in the Public Works Department, and will be utilized when dealing with hulk vehicles on public property.

2. These are the only situations in which sheriff’s office personnel can use the Environmental Cleanup Program to remove vehicles. This shall include state, county, and federal lands. It shall also apply to county right of ways on the Tulalip reservation.

3. The following steps shall be followed when utilizing this program:
   a. The vehicle must meet all requirements of a “Junk” vehicle as defined in RCW 46.55.230 and/or SCC 10.36.010.
   b. The deputy shall “tag” the vehicle in keeping with standard procedures. An effort shall be made to identify the owner of record and/or the person responsible for abandoning the vehicle on the property.
   c. The deputy shall then complete the front side only of a standard junk vehicle form (Washington State Junk Vehicle Verification) as completely as possible.
   d. The deputy shall then complete a standard department fax form describing the specific location(s) of the vehicle(s) (utilizing map book coordinates). This form and the junk vehicle form shall then be faxed to the ECP Office at 425-388-7646. Upon receipt of the information, ECP staff will then respond to the vehicle site at their earliest opportunity to perform the removal.

   i. Note – The deputy is not required to draw a case number or prepare a report – an incident number shall suffice and is recommended that the deputy retain the forms faxed to ECP for their own personal records.
ii. Attachments are located in the Appendix Section

4.13. **TOWING**

1. Whenever a vehicle is towed at the direction of a deputy for evidence or seizure purposes, transporting county owned vehicles, or moving vehicles in Sheriff’s Office custody from one location to another, dispatch shall be advised to call the tow agency currently under contract for these purposes.

2. All other impounds shall be directed to the next towing company on the dispatch center's approved rotational list.

3. A Vehicle Impound form and inventory record will be completed and distributed as a record of the vehicle impounded and its contents. The deputy shall sign the authorization to tow form.

4. An Incident Report shall be completed on all Office impounds with specific reasons listed as to why the vehicle was impounded.
   a. The Records section shall send a letter to the last known registered owner notifying them of the impound (if they were not notified at the scene).
   b. Copies of this letter shall be attached to the Incident Report.

4.14 **TRAFFIC COLLISION INVESTIGATION**

1. Deputies shall respond to and investigate as necessary, reportable collisions as defined by RCW 46.52.030 as well as collisions involving:
   a. impairment of a driver due to drugs or alcohol;
   b. damage to public vehicles or property;
   c. a disturbance between parties;
   d. major traffic congestion resulting from the collision.
   e. Hit and run collisions

2. Serious injury collisions or fatal collisions will follow the Collision Investigations Unit SOP.

4.14.1 **Collision Reporting**

   In cases where our Office is the primary reporting agency, deputies shall complete a police traffic collision report on all reportable collisions as defined by the State of Washington using the Washington State Collision Report or direct parties to use the same.
4.14.2 Arrest Related to Collisions
Standard incident reports shall be completed for all arrests resulting from traffic collisions as well as the Washington State Collision Report.

4.14.3 Hazardous Materials Collisions
For traffic collisions involving hazardous materials, the nearest Haz-Mat response agency or State Department of Ecology will be contacted to oversee removal of material.

1. Deputies should remember to use proper Haz-mat safety precautions when dealing with unknown hazardous materials.

4.14.4 Enforcement Action
1. If investigation/evidence determines that a driver’s action or negligence caused a traffic collision, excluding collisions where felony charges are possible, deputies should issue a Notice of Infraction (NOI) or refer the case to the Prosecutor’s Office for the appropriate violation.
   a. Notice of Infraction(s) will be completed at the scene of the collision, unless the driver is to be transported for medical attention. If this occurs, the deputy will then attempt to advise the driver that the NOI will be mailed.
   b. The NOI shall be forwarded to the appropriate court.

2. In collisions where felony charges are possible, a Notice of Infraction shall not be issued. Charges for such collisions shall be filed through the Prosecutor’s Office.
   a. Drivers on whom felony charges may be filed shall not be booked for lesser misdemeanor charges.

3. If an emergency vehicle belonging to a public agency is involved, the driver will not be cited for an infraction.
   a. Appropriate reports, statements and information regarding the collision shall be forwarded to the driver’s agency for an internal review, and, if appropriate, to the Snohomish County Prosecutor's Office for the review of possible criminal charges.
   b. Any disciplinary action will be the responsibility of the driver’s agency.

4.14.5 Collisions on Private Property
Deputies shall respond to collisions on private property which meet criteria in 4.14.00 above.
4.15 COLLISIONS INVOLVING INJURIES

1. Deputies have a duty to protect life. To that end, deputies shall respond to dispatched reports of injury collisions. The deputy shall assess the nature of the injuries and, if possible, render aid. As soon as possible, trained medical personnel shall be summoned to the scene to treat the injured.

   a. Deputies are cautioned to be cognizant of the dangers of blood borne pathogens and take the appropriate steps necessary to protect themselves from exposure.

2. After being relieved by aid personnel, deputies may need to assist with traffic control or conduct the collision investigation. If the collision is the responsibility of the Washington State Patrol then deputies may be requested to assist the Washington State Patrol with the collision investigation.

4.15.1 Collisions Involving Fire

Deputies that respond to collisions involving fire should take the necessary steps to safeguard human life without exposing themselves to an unreasonable danger. Trained fire personnel shall be summoned as soon as possible.

   1. If practical, deputies may elect to extinguish the fire utilizing their issued fire extinguisher.

   2. Deputies are cautioned that burning vehicles emit highly toxic gasses which, when inhaled, may cause serious physical injury.

4.15.2 Collisions: Sharing of Information

In situations where areas are identified as traffic problem areas (either due to frequency of collisions or traffic violations), this information shall be forwarded to the County Public Works Department road engineers for consideration in planning.

4.15.3 Collisions Involving Sheriff’s Office Vehicles

The Collision Investigation Unit (CIU) has primary responsibility to investigate collisions involving Snohomish County vehicles and any collision likely to create liability for the county.

   1. The Collision Investigations Unit supervisor will be consulted in accordance with the Collision Investigations Unit SOP on Office involved collisions.

5. PRECINCT PROCEDURES

The patrol function of the Snohomish County Sheriff’s Office is organized within three precincts.
1. While precinct procedures are to conform to Office-wide policies and procedures, issues related to organization and deployment of personnel within precinct coverage areas are determined at the precinct level.

2. Sub-stations assigned to precincts shall be subject to that precinct’s policies and procedures or as directed by the Precinct Lieutenant.

5.1 ISSUES DETERMINED AT PRECINCT LEVEL
Precinct Lieutenants and Sergeants are responsible for assignment of personnel to beats, day-to-day scheduling of personnel work, days off and leave, and handling of minor complaints.

1. Assignment scheduling decisions shall be consistent with applicable bargaining unit contracts.

5.2 IN-HOUSE PRECINCT PROCEDURES
1. Precinct Lieutenants possess the prerogative to establish precinct level procedures (e.g., parking, and facility access) to facilitate operation. However, Precinct Lieutenants are encouraged to maintain consistency in procedures among the three precincts.

2. Changes to current work procedures shall be discussed by all Precinct Lieutenants and approved by the Captain. Such procedures are subject to initial and periodic review by the Captain.

3. Precinct Lieutenants are responsible for producing the monthly Compstat Report and are accountable for responding to crime spikes and trends.

6. REPORTS, PROPERTY, AND EVIDENCE

6.1 REPORTS
Reports are to be completed in a timely manner. Reports involving the following will be completed by the end of shift:

1. Arrests (whether felony or misdemeanor)
2. Vehicle reports
3. Traffic infractions
4. Death investigations
5. Missing persons
6. Runaways
7. Felonies and serious violent crimes
8. Any incident requiring immediate follow-up
9. Vehicular pursuit
10. Use of Force

6.1.1 Report Submission

1. Cases referred to the prosecutor or to an outside agency shall be reviewed and approved for completeness by a patrol supervisor and by one of the following prior to being disseminated:
   a. Statutory Misdemeanor and Gross Misdemeanor cases (except Domestic Violence): Shall be reviewed by the precinct Operations Sergeant.
   b. Statutory Felony property and drug crimes: Shall be reviewed by the Property Crimes Sergeant for the respective precinct.
   c. Rapes, Kidnappings and all Child Abuse, Neglect or Welfare cases, including CPS checks: Shall be faxed to the SIU Sergeant.
   d. Statutory Felony Assaults, Homicides, Death Investigations, Missing Persons and all Domestic Violence reports: shall the faxed to the MCU Sergeant.

2. The purpose of the secondary review is to assure that reports/investigations submitted for charging are accurate and complete. This does not relieve the patrol supervisor of the responsibility for assuring that all reports submitted to him/her are complete and accurate.

3. All Sergeants are encouraged to use the appropriate Prosecutor’s Checklist for the crime being referred to assure that all necessary investigation has been completed and properly documented, including having all statutory elements of the crime clearly documented.

6.1.2 Deadline in Custody Case

1. Deadline and in-custody case reports shall be reviewed personally by an on-duty supervisor prior to the investigating deputy securing from his/her shift.
   a. All deputies who assist with a deadline or in-custody investigation shall submit their follow up reports to the investigating deputy prior to securing from their shift.

2. If arrests are made when the Operations Sergeant or respective Investigations Sergeant will not be available within 2 business days of the report being submitted, the patrol sergeant shall complete the report approval, using and attaching a prosecutor checklist.
   a. Once the patrol sergeant has determined that the case is complete and ready for dissemination, a copy shall be sent to the prosecutor and to the respective operations or investigations sergeant as the case warrants.
3. If omissions are noted the sergeant shall return the case to the initial reporting deputy with instructions for obtaining the required information prior to the end of shift.
   a. If the initial reporting deputy has secured the sergeant shall assign the case to another, on-duty deputy for completion by the end of that deputy’s shift.
   b. Once the case has been approved as complete the patrol sergeant shall sign the case off for dissemination as above.

6.1.3 Duties of Secondary Review Sergeants

1. Operations Sergeant:
   a. The operations sergeant shall review all non-DV misdemeanor and gross misdemeanor cases destined for the Prosecutor or the Court prior to the file being sent.
   b. The Operations Sergeant shall review the case against the prosecutor’s checklist for the crime being referred to assure that the report and superform are complete and accurate, that all required statements, follow up reports and supporting documents, such as medical waivers, rights forms, evidence logs, etc are attached.
   c. If omissions are discovered the Operations Sergeant shall note the needed work on the Report Revision Request Form (S/field operations/south precinct/forms) and assign the case back to the initial investigating deputy for completion by way of the deputy’s immediate supervisor.
      i. Cases so assigned shall be completed and turned in to the Operations Sergeant within one work-week cycle. The Operations Sergeant will use case control slips and the Precinct database to document case assignments.

2. Precinct Property Crimes Sergeant:
   a. The Precinct Property Crimes Sergeant shall review all felony property and drug crime cases destined for the Prosecutor, Court or other agency, such as the Regional Drug Task Force. The Sergeant shall review the case against the prosecutor’s checklist for the crime being referred to assure that the report and superform (if any) are complete and accurate, that all statements, follow up reports and supporting documents are attached.
   b. If omissions are noted the Sergeant will determine whether to assign the case back to the initial deputy for follow up/completion or to assign the report to a detective or another unit for follow up. The Precinct Property Crimes Sergeant
will use case control slips and the Precinct database to document case assignments

c. Reports destined for MCU, SIU, or GIU may be faxed directly to those units’ respective sergeants after review by the patrol Sergeant.

6.1.4 Reports Reviewed/Approved

Shift supervisors shall review reports prior to sending them to Records. They shall ensure that each report meets Office standards.

1. Supervisors shall then sign the reports indicating this has occurred.

2. Substandard or incomplete reports will be returned to the reporting deputy for correction and completeness.

6.2 CASE FOLLOW-UP ACTIVITY

In general, follow-up on felonies shall be conducted by the Investigations Division and follow-up on misdemeanors shall be conducted by patrol deputies.

1. Patrol deputies are responsible for collecting and recording the greatest possible amount of information in the initial report.

2. Supervisors shall be responsible for directing exceptions to this general practice.

6.3 WITNESS STATEMENTS

Deputies shall include witness statements with the initial report.

1. Deputies may write the statement for the victim, witness, or suspects. The statement should reflect the 3rd person’s words and also be reviewed and signed by the person recounting the facts or events.

2. Deputies are to insure that reports submitted are accompanied by detailed witness statements and any other applicable forms.

3. Deputies are to provide business cards, with case numbers, to victims upon taking the original report.

6.4 SUSPECT STATEMENTS

Deputies shall interview and attempt to obtain a written statement from suspects and attach to original reports. Refusal to provide a statement shall be noted in the reports.
6.5 ROUTING OF REPORTS
1. Deputies shall put completed reports in the immediate shift supervisor's box for approval.
   a. Vehicle impounds, runaways, in-custody arrests, or any other reports that need to be routed to Records Unit as soon as possible and should be placed in the on-coming shift supervisor's report box.
   b. Deputies shall also fax copies of those reports, which require immediate data entry, to the Record’s Unit in a timely manner. Examples of such reports include, but are not limited to vehicle impounds, runaway reports, etc.

2. Reports will not be disseminated outside the Office without a supervisor approval.

6.6 SEPARATE EVENT NUMBERS
Deputies should be aware that the office's data collection system requires (in some cases) that separate event numbers be issued and reports prepared (i.e., burglary where vehicle is stolen, boat and trailer theft, impounds of more than one vehicle).

6.7 LICENSE PLATE THEFT
The theft of one license plate shall be treated as a theft requiring only the completion of an offense report. The theft of two license plates shall require completion of a vehicle theft report. Theft of license tabs requires an incident report.

6.8 MOTOR VEHICLE BAILEE THEFT
1. The goal of this policy is to address the problem of unreturned “loaned” vehicles being signed as stolen and then being entered into WACIC/NCIC without evidence of crime (i.e., intent to deprive). The following policy was formulated to relieve patrol of the responsibility of taking stolen reports on these “loaned” vehicles.

2. Bailee, as defined by Barrons Dictionary of Legal Terms, “A party who holds the personal property of another for a specific purpose agreed to between the parties.”
   a. SNOPAC personnel will follow procedures of dispatching patrol units as with any citizen call for services.
   b. After determining the complaint is a motor vehicle bailee theft, deputies will prepare a general report setting forth the circumstances of the theft. Complainants will be advised that the vehicle cannot be entered into WACIC/NCIC as a stolen vehicle and that if the vehicle has not been returned within 30 days to contact the appropriate precinct investigations unit for additional investigation on their case.
c. Complainants should be advised not to contact the Prosecutor’s Office as the prosecutor will not handle this type of complaint unless it is first processed by the Sheriff’s Office.

d. Complainants should be required to take the following action:
   i. Mail a registered letter requiring a return receipt to the last known address of the suspect. The letter demands the return of the vehicle.
   ii. Document:
       - Effort to locate the suspect
       - Any refusal to return the vehicle on the part of the suspect.
       - Messages left with the suspect’s acquaintances and friends.

3. This information is given directly to the precinct investigation unit detective. This allows the precinct investigation unit detective to screen every “loan” type report (or bailee) and change it to a criminal complaint if enough information or evidence is developed.

4. Precinct investigation unit personnel shall be responsible for reviewing motor vehicle bailee thefts and for conducting the proper follow-up investigations.

6.9 EVIDENCE AND FOUND PROPERTY BOOKING
1. All evidence and found property shall be securely stored in the evidence lockers along with completed property forms.

2. Evidence lockers are located at each Precinct and the Courthouse and serve as temporary holding places for evidence and property during off working hours of Evidence Control.

3. Deputies with property or evidence may book those items at the most convenient locker. When convenient, deputies should book property into the main evidence room.

6.10 CALL-OUT OF EVIDENCE CONTROL OFFICERS
1. Evidence Control personnel may be called out where large amounts of material or perishable items are impounded with a supervisor's approval.

2. Evidence Control shall not normally be called out for the impoundment of vehicles.

3. All call-outs of Evidence Control personnel must be approved by a shift supervisor.
6.11 IMPOUNDMENT OF VEHICLES FOR EVIDENCE

Vehicles impounded that are not impounded for evidentiary reasons shall be impounded through a normal rotational tow company on the tow list and will be taken to the tow companies lot for storage.

6.11.1 Impound

1. Vehicles are to be towed to the appropriate place of impoundment:
   a. SCSO impound facility
   b. North or South Precinct bay

2. Deputies shall utilize the current contract towing rotation for evidence impounds.

3. Upon impound, deputies shall follow the tow truck for all evidence impounds to establish chain of custody with the vehicle.

4. Upon arrival at the impound destination, the vehicle should also be sealed with evidence tape at the location that it is impounded if the vehicle is not subject to immediate search (see Marking of Impound, below).

6.11.2 Impound Locations

1. Secure Vehicle Cages
   a. The secure vehicle cages (locked, chain link evidence cage) at the Precincts should be reserved for vehicles associated with major cases whenever possible.
   b. The bays shall be kept clean and free of any storage except a stock of evidence supplies for processing vehicles.
   c. Anyone entering the secure vehicle cage when an evidence vehicle is secured there shall log in and out of the cage on a sign in/out sheet placed on the cage door.

2. Vehicle Bays

   Vehicles should be placed in the bay in a manner that serves accommodates additional vehicles (when space permits).

3. Notification of Impound

   Deputies shall ensure a Vehicle Impound Report is faxed to Records as soon as possible (absolutely before securing.)
   a. Deputies shall also ensure they notify any affected detective unit(s) of the impound for prompt processing.
   b. If a deputy will process the vehicle, notification should be made to the Precinct Operations Sergeant of the status of the vehicle.
4. Marking of Impound
   a. Vehicles awaiting search warrant shall be sealed with evidence tape and marked with the Deputy’s initials and personnel number.
   b. Sealing locations include the hood, doors, and trunk.
   c. Deputies should be conscious of the risk of obliterating latent evidence on the outside of the vehicle when selecting locations to place tape.
   d. Each Precinct is equipped with small white boards to note:
      i. the case number,
      ii. type of case,
      iii. impounding deputy,
      iv. date,
      v. reason for warrant,
      vi. and the detective unit or deputy who will be completing the vehicle processing.
   e. After completing the information on the white board, the vehicle keys and any paperwork shall be placed in the folder attached to the back of the white board.

5. Timeliness of Processing
   a. Vehicles brought in for processing shall be processed in a timely manner and then promptly removed from the precinct.
   b. The case officer will make arrangements for the release of the vehicle within 24 hours of the completion of processing.

6.12 EVIDENCE OF A HAZARDOUS NATURE
   a. Explosive devices shall not be transported, disarmed, or manipulated in any way unless the device has been determined harmless by members of the bomb disposal team.
   b. Fireworks shall be photographed if needed for court purposes and then shall be disposed of in the appropriate barrel located at each precinct.
   c. Flammable materials (i.e., gas containers, full or empty) shall not be stored in the precinct evidence lockers. These materials should not be booked into the evidence unit unless they have specific evidentiary value.
      i. If non-evidentiary flammables are in unsafe containers when seized, the material shall be transferred to fuel containers for eventual disposal at the Snohomish County hazardous waste
facility on McDougal Ave in the city of Everett. Fuel cans and hand-pumps will be provided at the precincts for that purpose.

ii. If a hazardous material, other than flammables or common household products, must be booked as evidence, advice regarding proper handling and storage shall be obtained from reliable sources such as the Washington State Patrol Laboratory, Fire Department Hazardous Material personnel or Snohomish County Solid Waste.

iii. Materials may be stored at the outdoor impound lot at Cathcart, or a secure Flammable Storage building is available for storage at the Evidence facility at 1000 California, Everett. If a supervisor determines it is necessary to place material in the bunker after hours, an Evidence Control Officer may be called out to meet a deputy at the Evidence Control Unit.

6.13 FIELD RELEASE OF PROPERTY
Whenever property is taken from or released to another party, a field release form shall be completed. The form should be submitted with the incident report.

6.14 FOUND PROPERTY
Any person who turn in found property and express an interest in gaining possession of same shall be asked to sign a "Found Property Rights" form.

7. LIMITED COMMISSION PERSONNEL

1. The Sheriff's Office staffs three groups that possess limited commission status:
   a. Cadets
   b. Reserve Deputies
   c. Disabled parking enforcement volunteers

2. The work of these groups is important to the Office's ability to function. Deputies are encouraged to coordinate their activities with these groups to enhance the service to the public.

7.1 CADETS
1. Cadets duties include, but are not limited to:
   a. Staffing the Differential Response Unit
   b. monitor web based reporting
   c. Distribution and collection of community based reports
d. Serving as the initial point of contact at precincts

2. Patrol supervisors, deputies, precinct staff, support staff, and SNOPAC may refer non-emergency calls/complaints/inquiries that do not require on site presence by a deputy to the duty cadet.

3. Referrals may be made by providing the cadet with the citizen’s name and phone number.

4. The cadet may handle referrals by phone or by appointment at the precinct.

5. The cadet shall return all calls within one (1) business day.

6. Examples of other included duties are:
   a. Write reports
   b. Schedule appointments
   c. Provide information and referrals
   d. Process email complaints
   e. Handle walk-ins
   f. Answer phones
   g. Take statements
   h. Take calls off of CAD
   i. Provide crime prevention information

7.2. RESERVE DEPUTIES

1. Reserve deputies are trained volunteer law enforcement officers who carry a limited commission allowing them to exercise peace officer authority within Snohomish County when on volunteer duty.

2. The use of reserve deputies shall conform to Office directives which link degree of responsibility for reserves to their level of training and experience.

7.3 DISABLED PARKING ENFORCEMENT VOLUNTEERS

1. Specific volunteers are trained and have been commissioned to issue notices of infraction and written warnings for disabled parking violations.

2. These volunteers assist patrol by checking and enforcing disabled parking space violations at various parking lots in the County.
   a. This is a valuable service to the citizens of Snohomish County given that deputies rarely have time to actively enforce disabled parking violations.
8. VEHICLES

8.1 ASSIGNMENT OF VEHICLES
1. Vehicles are assigned to deputies under the authority of the governing Bureau Chief.

2. The Organizational Development Division shall assume the role of fleet manager
   a. The issuance of individual vehicles to Patrol personnel remains at the direction of the operations bureau chief.
      i. The bureau chief can delegate these duties to another designee.

3. Upon receiving an assigned vehicle, it is the responsibility of the deputy receiving a new or used vehicle to examine it for damage, dents, and wear prior to use.

4. A vehicle inspection and inventory form shall be completed.
   a. Any damage noted that is beyond normal wear shall be brought to the attention of the immediate supervisor.

8.2 OPERATION, MAINTENANCE, AND INSPECTION OF VEHICLES
Operation, maintenance, and inspection of vehicles will be in accordance with Snohomish County Sheriff’s Office Manual Chapter 9.

8.2.1 Authorized Passengers Only
1. Police vehicles shall not be used for transportation of any person other than in performance of official duties.

2. In certain instances, citizens may ride along with commissioned personnel after meeting the requirements of the Snohomish County Sheriff’s Office Manual Chapter 16 (Ride-Along Program).

8.2.2 Use of Push Bars
Push bars should only be used in emergency situations.

8.2.3 Fuel Dispensing
1. Deputies shall not dispense fuel to disabled motorists.

2. Deputies shall not carry extra containers of fuel in their patrol vehicles for such purposes.

8.2.4 Jump Starting
1. Deputies should not jump start vehicles belonging to the public.
2. When jump starting County vehicles, deputies shall turn off their alternative power switch and make sure their police radios, computers and all other auxiliary equipment is turned off.

3. Deputies shall also put the negative cable on a metal portion of the frame or engine away from the battery which could cause a spark and cause the battery to explode.

4. Due to the sensitive equipment installed in the vehicle, deputies shall refrain from jump starting vehicles unless absolutely necessary.

9. OTHER CRIMINAL JUSTICE AGENCIES

1. Deputies are expected to maintain positive, professional relationships with other criminal justice agencies and should expect the same in return.

2. Deputies who experience any difficulty or interruption in a cooperative working relationship shall bring this to the attention of their supervisors.

9.1 REQUESTS FOR ASSISTANCE FROM OTHER LAW ENFORCEMENT AGENCIES

1. Requests for immediate assistance from other agencies to perform routine tasks shall be honored by deputies.

2. Requests which involve commitment of significant resources or which are of a long term, non-immediate nature shall be referred to a supervisor.

3. Commitment of the resources of special units (ERT, Dive Team, etc) shall be requested per unit SOP’s.

9.2 COURTS

9.2.1 Snohomish County District Court Boundaries

There are a total of four district courts in Snohomish County. Their general boundaries are as follows:

1. The Cascade District Court covers the area from North Marysville (116th NE.) and Lake Stevens to the Skagit County line.

2. The Everett District Court covers the area from North Marysville south to 115th SE. and east to the east end of the Hwy 2 trestle.

3. The South District County Court covers the area south of Silver Lake to the King County line. The east boundary of this court covers everything from Alderwood Manor and Mountlake Terrace west to the sound.

4. The Evergreen District Court covers the rest of the County.
9.3 PROSECUTOR'S OFFICE

9.3.1 Notification to Prosecutor of Vacation, Training, etc.
It is the responsibility of all deputies to notify the Prosecutor's Office of anticipated time off, i.e., vacation, training, disability, etc.

1. A memo to the Prosecutor's Office should be sent 30 days in advance if possible.
2. When known, the deputy shall indicate all scheduled court dates and cases that will be affected by the time off.

9.3.2 Prosecutor Request for Additional Information
1. Prosecutor Requests for Additional Information are issued when the filing Deputy Prosecutor needs additional information in order to file a case in district or superior court or needs additional information to support a trial or prosecution on a case already filed.

2. Prosecutor Requests for Additional Information, whether received in hard copy or electronically, shall be forwarded to the Precinct Property Crimes Unit Sergeant, who shall:
   a. log the requests into a tracking database,
   b. then route to the patrol sergeant,
   c. who will assign them to a deputy for completion.

3. Deputies or Detectives who receive a Request for Additional Information shall complete the request within 7 days.
   a. If additional time is need to complete the request the deputy shall notify the Precinct Property Crimes Sergeant, in writing, that they need additional time is needed.

4. Completed requests shall be returned to the Precinct Property Crimes Unit Sergeant who will assure that they are complete and update the database/log prior to forwarding the information to the requesting Deputy Prosecutor.

5. Requests for Additional Information attached to cases assigned to other detective units, such as MCU, GIU, SIU, the Drug Task Force or the Auto Theft Task Force will be referred to the sergeant of that unit.

9.4. MEDICAL EXAMINER'S OFFICE
1. The Medical Examiner shall be notified in all death investigation cases.
2. Upon request, deputies will assist Medical Examiner's personnel in death notifications.
a. Deputies should be aware that Sheriff’s Office Chaplains are also available for this task.

b. In any such notification, deputies will follow the Medical Examiner's guidelines and will approach the situation with sensitivity and professionalism.

3. The body of a deceased person should not be moved prior to the arrival of Medical Examiner's personnel.
   a. If the body must be moved prior to arrival, careful measurements and markings should be made.
   b. Whenever possible, photographs and videotaping is recommended.

10. SOCIAL SERVICE AGENCIES

A number of Social Service agencies exist in Snohomish County and provide services in coordination with Sheriff's personnel. These include:

10.1 CHILD PROTECTIVE SERVICES (CPS)

1. CPS is a resource available to law enforcement in cases involving runaways, youths in conflict, child neglect, and child abuse. CPS is a victim oriented agency whose chief concern is the welfare of the child.

2. Any contact with a child that will result in a referral to CPS must generate an Incident Report detailing aspects of crime against child or how welfare of child is endangered.

3. Many times, CPS will ask for a 72 hour protective hold in order to take the child from his/her home and place him/her in temporally alternative placement.
   a. The deputy in this case must evaluate the situation, determine the degree of abuse involved, and make a decision authorizing a protective hold being placed on the child from further abuse.

10.2 PROVIDENCE SEXUAL ASSAULT CENTER

1. Providence Sexual Assault Center provides a variety of services for those persons whom have been sexually assaulted or abused. They provide counseling and crisis intervention for juvenile victims and advocates for those who have been sexually assaulted.

2. Services for juvenile victims will be provided where the offender is not a household member.

3. Rape relief advocates will assist law enforcement in dealing with assault victims and providing follow-up counseling.
10.3 ADULT PROTECTIVE SERVICES
1. Although Child Protective Services is better known than Adult Protective Services, there is a unit of workers at the Everett Community Service Office responsible for investigation and resolution of reports of abuse of adults (18 years and over).
2. Any adult may receive Adult Protective Service regardless of their level of income.
3. The office may be contacted during business hours on week days.
   a. At this time there is no after hours contact for Adult Protective Services. Deputies shall document all reports of abuse of adults falling under DSHS jurisdiction and shall forward copies of the reports to Adult Family Services in a timely manner.

10.4 HUMAN SERVICES/MENTAL HEALTH
The Mental Health section of the Snohomish County Human Services Department provides on-call mental health professionals to provide preliminary evaluations of apparently mentally ill subjects brought to hospitals or, in some situations, in the field.

11. PATROL DIVISION WORK SCHEDULE

The purpose of this section is to provide adequate patrol staffing commensurate with workload, training time for deputies assigned to specialty units, equal opportunity for discretionary time-off and annual vacation, and work schedule consistency among precincts.

11.1 MINIMUM PATROL STAFFING REQUIREMENTS
1. Squad Sergeants within the Patrol Division shall assist other Squad Sergeants meet minimum staffing.
   a. South Squad Sergeants have the primary responsibility for assisting East Precinct meet minimum staffing.
   b. North Squad Sergeants have the primary responsibility of assisting the cities of Darrington and Stanwood meet minimum staffing.
   c. East Squad Sergeants have the primary responsibility of assisting the cities of Sultan and Gold Bar meet minimum staffing.

2. Overtime compensation to meet minimum staffing is authorized when work schedule rules have been followed and no other reasonable alternative exists.
11.2 MINIMUM STAFFING STANDARDS
The following minimum staffing shall be maintained throughout the Patrol Division.

The minimum number of deputies and supervisors required to be working during each time period.

1. Dayshift: 0600-1000 hours
   North 4 + 1 Supervisor
   South 6 + 1 Supervisor
   East 1 + 1 Supervisor

2. Dayshift 1000 – 1400 hours
   North 5 + 1 Supervisor
   South 6 + 1 Supervisor
   East 2 + 1 Supervisor

3. Swingshift 1400 – 0000 hours
   North 6 + 1 Supervisor
   South 10 + 1 Supervisor
   East 2 + 1 Supervisor

4. Nightshift 0000 – 0200 hours
   North 4 + 1 Supervisor
   South 6 + 1 Supervisor
   East 1 + 1 Supervisor

5. Nightshift 0200 – 0600 hours
   North 4 + 1 Supervisor
   South 5 + 1 Supervisor
   East 1 + 1 Supervisor

11.3 SPECIALTY ASSIGNMENTS
1. A maximum of (1) Specialty Team member from each Specialty Team may be assigned/allowed on each Patrol Squad.
2. For the purpose of this policy a Specialty Team is one of the following:
   a. Dive Team
   b. Special Weapons and Tactics Team
   c. Hostage Negotiation Team
   d. Bomb Team

11.4 TIME-OFF
Definitions
1. Discretionary Time- off
a. Periodic request for day(s) off  
b. Additional annual vacation  
c. Specialty Team training  
d. First annual vacation

2. Non-discretionary time-off  
a. Regular days off  
b. Admin leave  
c. Sick leave  
d. Family leave

11.5 SICK LEAVE NOTIFICATION  
1. MPDs and Deputies shall report sick leave to the first available person as follows:  
a. To their precinct on-duty Supervisor  
b. To their Squad Sergeant  
c. To their Squad MPD  
2. Sergeants shall report sick leave as follows:  
a. To their precinct on-duty Supervisor  
b. To their lieutenant and MPD

11.6 12 HOUR SCHEDULE (WORKING OF 8 HOUR SHIFTS)  
1. Personnel working 12 hours shifts shall be assigned their 8 hour shift by their Squad Sergeant.  
2. Squad Sergeants shall ensure 8 hour shifts are scheduled to best support workload.

11.7 REQUEST FOR DAY(S) OFF  
1. Deputy and MPD’s requests are made to their squad Sergeant  
2. Squad Sergeant’s requests are made to their Lieutenant

11.8 ANNUAL VACATION  
1. Time-off is requested by submitting an annual vacation request to the appropriate squad Sergeant prior to March 1st each year.  
a. Annual vacation requested after this date may not be guaranteed, but will be considered if staffing allows.  
2. An annual vacation request shall be approved for each squad member in order of seniority within their respective squad.
11.9 TIME-OFF AUTHORITY

1. Squad Sergeants may authorize members of their squad discretionary time-off at anytime as long as the authorization does not put the squad below minimum or require overtime compensation.

2. Squad Sergeants may share staffing with other patrol squads to facilitate discretionary time-off as long as minimum staffing is not affected.
# APPENDIX A

**Field Interview Report - Snohomish County Sheriff's Office**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reporting Area</th>
<th>Incident/Event</th>
<th>Suspect #1</th>
<th>Street Name / Alias</th>
<th>Geng Affiliation:</th>
<th>Color</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Style</th>
<th>Suspect Vehicle</th>
<th>Vehicle Distinguishing Characteristics</th>
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<th>Weight</th>
<th>Eye</th>
<th>Hair</th>
<th>Hair Style/Facial Hair</th>
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**Copy Routed To:**
APPENDIX B

Junk Vehicle Verification, Notification and Affidavit

To qualify as a "Junk" vehicle, per RCW 46.55.010, a vehicle must meet three (3) of the following conditions:
- Must be at least three (3) years old
- Must be extensively damaged
- Must be apparently inoperable
- Must have a "Fair Market Value" equal only to the approximate value of the scrap in it

If the vehicle meets the above requirements, contact a law enforcement agency or an authorized junk vehicle inspector, to arrange for the inspection of the vehicle, per RCW 46.55.220. If not, refer to RCW 46.55 concerning abandoned vehicles.

NOTE: Under certain conditions, a Registered Tow Truck Operator (RTTO) may authorize the disposal of a Junk Vehicle in their possession.

1. VERIFICATION - To be completed by a law enforcement officer, an RTTO representative (limited), or an authorized junk vehicle inspector.

<table>
<thead>
<tr>
<th>LICENSE PLATE NUMBER</th>
<th>STATE</th>
<th>YEAR</th>
<th>NAME</th>
<th>VEHICLE IDENTIFICATION NUMBER (VIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* REGISTERED OWNER(s) NAME</td>
<td>REGISTERED OWNER'S ADDRESS (STREET, CITY, STATE, ZIP CODE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* LEGAL OWNER(s) NAME</td>
<td>LEGAL OWNER'S ADDRESS (STREET, CITY, STATE, ZIP CODE)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: If no Owner is found, enter "NONE" in appropriate spaces.

CIRCLE THE TYPE OF VEHICLE AND DAMAGED OR MISSING PARTS

I have inspected the vehicle described above and certify that it meets the requirements set forth in RCW 46.55.010.

NOTE: The RTTO Representative is also certifying that the vehicle has been abandoned two or more times, the Registered Ownership has not been changed since the first abandonment and the Registered Owner is also the Legal Owner.

PRINTED NAME OF OFFICER, RTTO REPRESENTATIVE OR AUTHORIZED JUNK VEHICLE INSPECTOR

BADGE OR PERSONNEL # OF OFFICER, RTTO REPRESENTATIVE OR JUNK VEHICLE INSPECTOR SIGNATURE

DATE

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 922-860 or TTY (360) 664-8885.
2 NOTIFICATION - Landowner/RTTO: Please complete this section and mail a COPY of the ENTIRE FORM to both the Registered and Legal Owner(s), as well as any Lessee or Lessor, of the vehicle, listed on the front of this form. If no Owner information was found, proceed to Section 3.

TO:

REGISTERED OWNER/LESSEE NAME

LEGAL OWNER/LESSOR NAME

You are hereby notified, as of the date, ___ YR, ___ that the vehicle, described on the front of this form, may be disposed of, or the landowner/RTTO, identified below, may sign an affidavit of sale (Section 3) to be used as an ownership document for the purpose of selling the vehicle. This is in accordance with RCW 46.55.230.

FROM:

LANDOWNER/RTTO NAME

LANDOWNER/RTTO SIGNATURE

ADDRESS

PHONE NUMBER

For the purposes of this notice, the term "Landowner" includes a legal owner of private property, a person with possession or control of private property, or a public official having jurisdiction over public property.

REDEMPTION PROCEDURE

VEHICLE OWNER'S RIGHTS:

The vehicle owner has the right to arrange for the removal of the vehicle within fifteen days after the landowner/RTTO has mailed notification to the vehicle owner.

LANDOWNER/RTTO RIGHTS IF A VEHICLE REMAINS UNCLAIMED

a. If the vehicle remains unclaimed more than fifteen days after the landowner/RTTO has mailed notification to the owner, the landowner/RTTO may dispose of the vehicle or sign an affidavit of sale, to be used as an ownership document.

b. The landowner of the property upon which the junk vehicle is located, is entitled to recover, from the vehicle's owner, all costs incurred in the removal of the junk vehicle.

3 LANDOWNER/RTTO AFFIDAVIT - Landowner/RTTO: If the vehicle is not claimed within fifteen days, or a vehicle owner was not found, have the following Landowner/RTTO Affidavit notarized. It may be used as an ownership document, to dispose of the vehicle. You are responsible for making arrangements for removal of the vehicle.

I hereby claim the right to dispose or retain the vehicle described on the front of this form, as provided in RCW 46.55.230.

PLEASE CHECK ONE:

☐ I mailed the Junk Vehicle Notification to the Registered and Legal Owner(s) or Lessee and Lessor, of the vehicle and the owner(s) have not redeemed the vehicle.

☐ No Registered or Legal Owner(s) information could be found.

I certify that the information contained herein is accurate and complete and that the disposition complies with the requirements set forth in RCW 46.55.230.

Signature of Landowner: __________________________ Date Signed: ______________

NOTARY SEAL OR STAMP

State of Washington
County of ______________________ Signed or affixed before me or

by ______________________

By: ______________________

Notary's Name (PRINTED OR STAMPED)

Dealer No. OR

Title: ______________________

Notary Expiration Date

4 IF VEHICLE IS SOLD BY LANDOWNER OR RTTO

Purchase's Name and Address: __________________________

Signature of Purchaser: __________________________ Date of Sale: ______________

NOTE: If you intend to operate this vehicle after completion of repairs, this form and the vehicle must be taken to the Washington State Patrol for inspection. A separate WSP inspection form must be included with your title application.

(FCW 46.12.050)

TD-46549 (PAGE W Page 2 of 2)
DATE:  Today’s Date
FROM:  Division/Unit  Your Work Station (Precinct, Courthouse, Etc.)
       Contact Person  Your Name
       Fax Number  _____
       Phone Number  _____

TO:  Agency/Company  Snohomish County - ECP
       Contact Person:  Mike or Greg
       Fax Number  1-425-388-7646
       PHONE NUMBER:  Office 425-388-7613
                        Mike Root cell: 425-754-9869
                        Greg Mackie cell: 425-754-3113
                        e-mail mike.root@snoco.org
                        e-mail greg.mackie@snoco.org

Number of Pages (including cover)  _____

COMMENTS:  Hulk Vehicles for disposal
#1: Marine Drive & Evergreen  Map 334 - J3
       Red 1978 Oldsmobile Cutlass
______________________________________________________________
If there are any problems with this transmission, please call (425) 388-3342 immediately.

CONFIDENTIAL  LAW ENFORCEMENT  DO NOT DISSEMINATE
Graffitti Van (213_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

GRAFFITI VAN OPERATIONS
1. PURPOSE

The purpose of the Graffiti Van is to bring law-abiding citizens of neighborhoods together to remove physical signs of crime and disorder from their neighborhood and to promote individual responsibility in helping to make Snohomish County a better place to live.

2. JURISDICTION

The Graffiti Van will operate within unincorporated Snohomish County. It may be used in cities with prior agreement of the respective Police Chief and the Sheriff or his designee.

3. COMMAND AND CONTROL

A volunteer will be designated as the Graffiti Van Team Leader and will coordinate the operation of the Graffiti Van. The Graffiti Van Team Leader will report to the Sheriff’s Office Volunteer Coordinator. The Sheriff’s Office Volunteer Coordinator will report to the Personnel and Community Development Commander who will have overall operational and administrative control of the Graffiti Van. The Graffiti Van shall be made available for precinct commanders as a resource to deploy in neighborhoods identified by their personnel and citizens of the community. Requests for the Graffiti Van shall be made directly to the Graffiti Van Team Leader.

4. VOLUNTEER STAFF

The Graffiti Van shall be staffed only by citizen volunteers who have completed the training designated herein. While operating the Graffiti Van, volunteers will carry their Sheriff’s Office identification and wear appropriate attire identifying them as a Sheriff’s Office volunteer.

5. TRAINING

All volunteer staff participating in the operation of the Graffiti Van shall be properly trained. Training shall include, but not be limited to, the following:

1. the safe handling, storage, and use of all chemicals used in the removal of graffiti
2. the safe operation of all equipment and tools used in the removal of graffiti
3. radio procedures
4. familiarity and understanding of the Graffiti Van Policy
5. effective and safe methods for removing graffiti
6. liability issues and procedures related to the removal of graffiti on private property
7. use of appropriate forms, waivers, and reports related to the operation of the Graffiti Van and the removal of graffiti

6. RADIO PROCEDURES

Whenever the Graffiti Van is deployed volunteers shall sign in and out of service and keep Sno-Pac updated throughout their deployment. This shall include name and personnel number of volunteers, location of operation, and arrival and departure times. Volunteers will request Sno-Pac to notify the area patrol unit of their location of operation.

7. CONSENT AND WAIVER FOR GRAFFITI ERADICATION

Removal of graffiti on private property shall be done only at the request of the legal owner of the property. Prior to the removal of graffiti on private property the Consent and Waiver for Graffiti Eradication on Private Property form shall be completed. All completed Consent and Waiver forms shall be maintained by the Personnel and Community Development Commander for 6 years.

8. INVENTORY

An up-to-date inventory of all equipment and supplies shall be maintained in the Graffiti Van.

9. ACTIVITY LOG

The Graffiti Van Activity Log shall be completed whenever the Graffiti Van is deployed. Completed log forms shall be maintained by the Personnel and Community Development Commander for 6 years.

10. MAINTENANCE

Prior to using the Graffiti Van the operational condition of the van will be checked. This will include checking the oil, water, lights, mirrors, tires, body, and overall cleanliness and orderliness of the van both inside and outside. Maintenance of the Graffiti Van will be kept up to date by the County Shop. Damage will be noted in the activity log and reported to the Personnel and Community Development Commander.

11. STORAGE OF VAN

The Graffiti Van will be stored in a location that is secure and consistent with minimizing the opportunity for vandalism.

12. CITIZENS PARTICIPATION

Citizens participating in the removal of graffiti shall be briefed by Graffiti Van volunteers concerning the safe handling and use of graffiti removal materials and equipment prior to using them.
Marijuana Cultivation Equipment (168_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

MARIJUANA CULTIVATION EQUIPMENT
MARAJUANA CULTIVATION EQUIPMENT

1. PURPOSE
The purpose of this Standard Operating Procedure is to establish and memorialize the standard used by the Snohomish County Sheriff’s Office Regional Evidence Unit in handling Marijuana Cultivation Equipment.

2. GOAL
1. The goal of this Standard Operating Procedure is to reduce the impact on the Evidence Unit of the long-term storage of large quantities of redundant marijuana cultivation equipment.

2. Redundant marijuana growing equipment is identified as multiple items of the same type seized at a marijuana growing operation.

3. This Standard Operating Procedure will shorten the time period for the storage of most multiple like items kept in storage in the Regional Evidence Unit.

4. This procedure will also ensure sufficient marijuana growing equipment is retained in each case and will be available as needed for court.

3. NEW PROCEDURE
1. Impounding officers at the time of seizure will select one full complete set of growing equipment as a representative sample.

   a. This representative sample will be identified as evidence items on a Snohomish County Sheriff’s Office Evidence Report.

   b. Each of these items will be identified with the case number and with an item number for each item.

   c. The representative sample will be photographed by the impounding officer.

   d. The photographs of the representative sample will be impounded and entered into by the Evidence Unit as an evidence item.

2. The remaining like items will be identified with the case number and an item number for a group of like items, such as “item number “4” -eight ballast’s”.

   a. These items will be identified in the "Other Remarks" section on the evidence report as “SEIZED FOR FORFEITURE”.
b. The items identified “SEIZED FOR FORFEITURE” will be photographed by the impounding officer.

c. The photographs of the “SEIZED FOR FORFEITURE” items will be impounded and entered into the Evidence Unit as an evidence item.

d. Refer to the attached evidence report form sample as an example.

3. The law enforcement entity impounding the “SEIZED FOR FORFEITURE” items will immediately initiate civil forfeiture proceedings to obtain ownership of the “SEIZED FOR FORFEITURE” items.

   a. At the conclusion of the forfeiture process and at the end of the civil forfeiture appeal period, a copy of the civil award, awarding the “SEIZED FOR FORFEITURE” items to the impounding law enforcement entity, will be forward to the Snohomish County Sheriff’s Office Regional Evidence Unit.

   b. A Snohomish County Sheriff’s Office Evidence Release Authorization form will accompany the copy of the forfeiture award.

   c. An authorized representative of the law enforcement entity awarded the items will complete the release authorization.

   d. The awarded items will be identified for disposal by destruction.

4. The Snohomish County Sheriff’s Office Regional Evidence Unit shall, as soon as possible after the appeal period is passed, remove the awarded marijuana growing equipment and cause such equipment to be destroyed.

5. Remaining “EVIDENCE” items shall be retained in the Evidence Unit until such time as authorized by the impounding officer or law enforcement agency to dispose of the evidence items.

6. The establishment of this Standard Operating Procedure shall in no way restrict impounding officers or agencies from authorizing the immediate disposal of evidence items impounded into the Regional Evidence Unit.

   a. The Regional Evidence Unit may perform immediate disposal of impounded evidence items following established Sheriff’s Office Regional Evidence Unit guidelines.

   b. If the impounding officer or law enforcement agency authorizes such disposal, an Evidence Unit Property Release Authorization form must
be forwarded to the Regional Evidence Unit requesting disposal of the items.
Amber Alert (184_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

AMBER ALERT
1. PURPOSE

1. AMBER Alert is a Program of voluntary cooperation between broadcasters, cable systems and local and state law enforcement agencies to enhance the public’s ability to assist in recovering abducted children.

2. The purpose of the AMBER Alert is to disseminate accurate information regarding the disappearance of a child as quickly as possible by utilizing the Emergency Alert System. The television and radio broadcasts that follow the initial alert will contain descriptive information that can readily identify the child and abductor. Citizens with information will be instructed to by broadcasters to contact their local 911-dispatch center.

3. All law enforcement agencies in Snohomish County are authorized to use the EAS via the Washington State Patrol to broadcast an AMBER (Abducted Minor Broadcast Emergency Response) Alert using the established guidelines. The Snohomish County AMBER Plan will guide the rapid, statewide dissemination of near real-time information regarding the disappearance of a child using the EAS and AMBER Alert Web Portal (www.amberalert911.com). The statewide EAS television and radio broadcasts will contain descriptive information that can readily identify the child and the abductor. This broadcast alert will instruct citizens with child abduction information to contact a 1-800 number staffed by the initiating Law Enforcement agency or the state Emergency Management Division.

2. PREMISE

A 1997 Washington State Attorney General’s Office Study concluded that nearly seventy-five percent of children abducted and murdered nationwide are dead within three hours of their abduction. Given this short window of opportunity for the safe recovery of an abducted child, the law enforcement community must depend on the assistance of concerned citizens mobilized by the Emergency Alert System to help with the time effective recovery of these children.

3. INVESTIGATIVE CRITERIA REQUIRED TO INTITATE AN AMBER ALERT

The Washington State AMBER Alert Plan takes effect when a Deputy has determined through investigation that an incident qualifies for public broadcast under the criteria established by the Washington State AMBER Alert plan (see below). Approval for the activation of the AMBER Alert is solely at the discretion of the investigating agency.
Specific Victim criteria are as follows:

1. The child is under eighteen (18) years of age and is known to be abducted and is not a runaway or expelled from home.
   a. Previous history of runaway activity is not a sole factor for exclusion.

2. The abducted child is believed to be in danger of death or serious bodily injury.

3. The AMBER Alert activation should occur within 4 hours of the qualifying event under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.

4. There must be enough descriptive information available to believe that an AMBER Alert activation will assist in the recovery of the child, to include:
   a. Where the abduction took place;
   b. A specific physical description of the child [can include clothing worn when last seen; height, weight, age, hair and eye color, hair length, any additional distinguishing characteristics];
   c. A physical description of the abductor [can include approximate height, weight, hair and eye color, hair length, any additional physical characteristics];
   d. Place last seen;
   e. Description of the vehicle [can include color, make, model, license number, approximate year (older, newer)];

5. The incident must be reported to and under current investigation by a law enforcement agency.

4. Snohomish County Implementation Procedures=

1. Any commissioned personnel that receive an abduction complaint involving a minor child and:
   a. Verifies all 5 of the alert criteria have been satisfied,
   b. Establishes that enough description detail is available to reasonably believe that an AMBER Alert would result in the recovery of the child victim,
   c. May seek departmental authorization to issue the alert.

2. The Patrol Sergeant or Master Patrol Deputy (MPD), at the precinct where the complaint was received shall have the authority to issue this alert. In addition, any precinct or investigative commander, and/or detective supervisor shall have the authority to initiate the AMBER Alert. The
following protocols will be observed following approval of the AMBER Alert:

3. Upon approval, the investigating Deputy or Detective will notify the Washington State Patrol (WSP) District VII (Marysville) at 360-654-1204.

   a. The Washington State Patrol will provide AMBER Alert Web Portal information, to include:
      i. User ID
      ii. Password
      iii. URL

   b. The supervisor that approved the alert will post the AMBER Alert information on the Portal website (www.amberalert911.com).

   c. The approving patrol Sergeant or Master Patrol Deputy (MPD will notify the 911 communication center supervisors (SNOPAC and SNOCOM).

   d. The Washington State Patrol will contact the Washington State Department of Transportation to activate electronic highway signs and highway advisory radio.

   e. The Emergency Management Division will designate a “Tip Line” telephone number and forward the number to SCSO for local staffing and monitoring.

   f. The Washington State Patrol will disseminate update information via the PIO Network.

   g. SCSO will disseminate update and cancellation information via the AMBER Alert Portal. SCSO will notify the Washington State Patrol when/if it is necessary to cancel the AMBER Alert.

5. POST IMPLEMENTATION RESPONSIBILITIES/PROCEDURES:

Following authorization of the AMBER Alert activation and notification to the WSP:

1. The Washington State Emergency Management Division will activate the emergency access system for the AMBER Alert and initiate the statewide AMBER Alert.
2. The SCSO will be authorized to use the portal to activate, update and cancel the AMBER Alert as the case warrants.
3. The SCSO will designate a point of contact for media and other law enforcement agencies at the time of activation.

** If an incident does not qualify under the criteria for an AMBER Alert, the WSP will offer press releases, the Missing Children Clearing House and other notification methods available at that time.

6. SECONDARY ALERT RESPONSIBILITIES

Following activating the AMBER Alert System the authorizing supervisor must:

1. Notify the Precinct Commander (if the Commander was not the authorizer of the initial alert).
2. Notify the Investigation Division Commander
3. Notify the Office Public Information Officer
4. Develop a system for the receipt of investigative tips and information
5. Arrange to have reasonable abduction details and downloadable photographs of the child victim loaded on the Snohomish County Sheriff’s Office web site.

7. PARTICIPATING MEDIA COMMITMENTS

1. Following the AMBER Alert System alert EAS message through the state relay network, the message will be forwarded through broadcast media outlets. At this time and throughout the alert, broadcasters will be directed to the AMBER Alert portal at [http://www.WashingtonAMBERAlert.com](http://www.WashingtonAMBERAlert.com) as the single source for the latest detailed AMBER Alert information and photos. It shall be the responsibility of the Public Information Officer to provide updated information to the portal as it becomes available. Following updates, the portal will automatically push simultaneous notification that new information is available to broadcasters, law enforcement, the public and other partners.

2. Following the AMBER Alert System alert, broadcasters are asked to immediately interrupt their normal programming and with details contained in the AMBER Alert. Once the station has transmitted the initial AMBER Alert the following are actions are expected:

**During the first three (3) hours** after the broadcast of the initial

a. AMBER Alert message the station should broadcast AMBER Alert follow-up announcements every 20 minutes, at a minimum, unless the AMBER Alert is terminated.
b. During the second three (3) hours stations with live personnel should broadcast an AMBER Alert follow-up announcement every half-hour, at a minimum, unless the AMBER Alert is terminated.

c. After six (6) hours, the station, in its discretion, may continue to broadcast the AMBER Alert follow-up announcements until the AMBER Alert is formally terminated by the activating agency, or at the agency’s request.

8. CANCELLATION PROCEDURES

If investigative or independent efforts lead to the recovery of the child victim or it is reasonably determined that the AMBER Alert is no longer necessary or effective, it will be the responsibility of the authorizing supervisor or his/her designee to cancel the AMBER Alert.

9. MUTUAL AID

1. Any Snohomish County Agency that lacks an approved AMBER Alert policy may request mutual aid from the Snohomish County Sheriff’s Office or Washington State Patrol to disseminate their alert information. As an approved user of the system, the SCSO may review and distribute AMBER Alert information, through the portal system, in a mutual aid capacity.

2. By January 01, 2005 all agencies without an approved AMBER Alert plan must either develop an approved plan or establish a mutual aid agreement with an agency that has an approved plan.
Preventing Biased Policing (180_0).pdf
Marijuana in Excess of 250g (169_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

MARIJUANA IN EXCESS OF 250g
MARIJUANA IN EXCESS OF 250 GRAMS

1. PURPOSE
The purpose of this Standard Operating Procedure is to establish and memorialize a method to avoid long term storage of large quantities of marijuana.

2. NEW PROCEDURE
1. Officer impounding more than 250 grams of marijuana shall photograph the impounding marijuana prior to turning the marijuana over to the Evidence Unit for testing and storage.

2. On receiving a quantity non-dried (commonly referred to as green) marijuana exceeding 250 grams, the marijuana will be processed into the Evidence Unit following standard processing procedures.
   a. At the time of testing, the evidence officer performing the marijuana test will randomly select no less than 250 Grams of the suspected marijuana.
   b. A sufficient amount of marijuana will be removed from the impounded marijuana to ensure that after drying, the weight of the sample will be no less the 100 grams.
   c. A marijuana identification test will be performed of the suspected marijuana and the results will be recorded.
   d. The selected 250 gram random sample will then be placed in the marijuana drying room and held until the marijuana is sufficiently dry to prevent the marijuana from molding or decomposing when packaged.
   e. When sufficiently dry, the random sample will be sealed in a plastic vacuum bag.
   f. The bag will then be weighed and sealed. The weight will be recorded on the vacuum bag, on the evidence report and in the Evidence Unit computer file.
   g. The sealed marijuana will be placed in secured storage in the Evidence Unit and held until notified by the impounding agency to dispose of the sample.
3. Dried marijuana will be weighed and the weight recorded on the evidence report, in the Evidence Unit computer file and identified for destruction and will be destroyed by court order as soon as possible.

4. Dried marijuana impounded into the Evidence Unit in excess of 250 grams will have a random sample removed for testing.
   a. This held sample will have a weight of no less than 100 grams dried. At the conclusion of the testing, the 100-gram sample will be placed in a plastic vacuum pack, sealed and placed into storage.
   b. The weight of the sample will be recorded on the vacuum bag, on the evidence report and in the Evidence Unit computer file.
   c. The remaining marijuana will be weighed and prepared for destruction.
   d. The Evidence Unit will obtain a court order for the destruction of the remaining marijuana and the marijuana will be destroyed as soon as possible under that court order.

5. The impounding agency will be advised when the destruction has taken place.

6. The marijuana held as evidence will be held until authorized for destruction by the impounding officer or an authorized member of the impounding officers’ agency.

7. This Standard Operating Procedure in no way restricts officers or agencies from authorizing the immediate destruction of marijuana entering the Evidence Unit in cases where there are no identifiable suspects or there is no expectation of filing criminal charges.
Volunteer Program (195_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

VOLUNTEER PROGRAM
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Welcome from the Sheriff

Welcome to the Snohomish County Sheriff’s Office. As a member of the Sheriff’s Office team, you are part of a highly professional organization dedicated to public service. Your willingness to serve your fellow citizens of Snohomish County is truly appreciated.

I see crime prevention as a shared responsibility. The Sheriff’s Office alone cannot keep the peace in our community. We need the help of caring, dedicated people like you. Sir Robert Peel, known as the father of modern law enforcement, said it best:

“The police at all times should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the intent of the community welfare.”

You clearly have made a personal commitment to serve your community. Likewise, I make a commitment to provide you with the training and tools you need to be safe and effective as a Sheriff’s Office Volunteer.

Thanks for your service,

Sheriff John Lovick
1. MISSION AND VISION

1.1. MISSION STATEMENT

“The Mission of your Snohomish County Sheriff’s Office is to provide the highest quality Law Enforcement, Community Involvement, and Support Services. We will consistently and positively contribute to Snohomish County being a safe place to live, learn, work, play, and visit.

As the lead agency in Snohomish County, we are dedicated to earning our community’s trust by being professional, innovative, and responsive to our diverse community. We are committed to accomplishing our mission by making the best possible use of the resources provided to us.”

1.2. VISION

The Vision of the Snohomish County Sheriff’s Office is to be the finest Sheriff’s Office in the State of Washington.

2. VOLUNTEER REQUIREMENTS

2.1. SELECTION

Application. Each person interested in being a volunteer for the Sheriff’s Office shall complete a standard pre-employment screening form.

Background Investigation. An investigation into the background of each applicant will be conducted. This investigation may include a criminal records check of local and federal arrest records, a driver’s license status check, credit check, a check with references listed on the application and any other sources that may be necessary to ensure that the applicant meets the standards of the Sheriff’s Office.

Urinalysis. Applicants must successfully pass a urinalysis screening.

Polygraph. Applicants must successfully complete a polygraph examination.

Psychological Analysis: Volunteer applicants are not currently required to complete a psychological examination, but the Office does reserve the right to administer the test as part of the pre-employment battery.
Additional Requirements: Standardized testing of all personnel is outlined in the Office Manual at:
5.02/001.05 Personnel Background Checks

Once the application, background, drug test, and polygraph are completed, successful candidates will be issued photo identification cards and any necessary equipment. The volunteer will then be assigned to a precinct or office by the Volunteer Director. Volunteers will be given training at the Sheriff’s Office to enable them to perform the various tasks assigned to them.

2.2. MINIMUM STANDARDS

All volunteers shall meet the following minimum standards:

1. Must be 21 years of age or older.
2. Must not have been dishonorably discharged from the United States Armed Forces.
3. Must not have been convicted or pled no contest to a felony or any offense which would be a felony if committed in the State of Washington.
4. Must not have been convicted of a misdemeanor involving moral demeanor.
5. Must not have used any controlled substance within the past 3 years other than prescription drugs under the authority of a licensed physician.
6. Must possess a valid Washington State Driver’s license.
7. Must commit to a minimum of 12 hours per month.
8. Must attend required training classes and business meetings unless such attendance would cause conflict or jeopardy to regular job or employment schedule.

3. CONDUCT

3.1. GENERAL REQUIREMENTS:

1. Volunteers representing the Sheriff’s Office shall conduct themselves in such a manner as to demonstrate the highest standards of professionalism and be courteous to the public at all times.

2. Volunteers must display their Sheriff’s Office identification badge at all times while on duty.

3. Volunteers shall restrict their activity to those duties which do not require a sworn deputy.

4. Volunteers shall not deliberately expose themselves to a dangerous situation nor approach suspicious persons or vehicles at any time.
Volunteers observing any suspicious or criminal activity shall immediately withdraw to a safe position and radio dispatch for assistance.

5. Volunteers shall not respond to the scene of police investigations or apprehensions unless directed.

Additional Requirements: SCSO conduct requirements are further detailed in the Office Manual at 7.00/000.00 Conduct

3.2. ABUSE OF POSITION

Volunteers shall not represent themselves as law enforcement officers.

Exception: volunteers with limited commissions while on disabled parking enforcement duty.

Volunteers shall not display their identification to secure special privileges or personal gain, or to avoid the consequences of illegal acts.

3.3. CONFIDENTIAL INFORMATION

Volunteers have access to Sheriff’s Office information and will sometimes hear and see material which is confidential. Volunteers are expected to maintain that confidentiality. Any violation of this confidentiality is a violation of Office policy and state law and could jeopardize an ongoing criminal investigation. Violation of this section will be reason for termination from the Volunteer Organization.

3.4. USE OF VEHICLES

Volunteers shall comply with all traffic laws when operating a Sheriff’s Office vehicle.

Volunteers shall never operate a Sheriff’s Office vehicle in an emergency capacity.

Volunteers shall not conduct traffic stops under any circumstances.

Volunteers shall not be assigned take-home cars.

Additional Requirements: Vehicles and their operational standards are outlined further in the Office Manual at: 9.000/000.00 Vehicles
3.5. WEAPONS

Volunteers shall not carry impact weapons, handcuffs, or firearms while on duty, even with valid permits.

3.6. ALCOHOL CONSUMPTION

Volunteers shall not report for duty under the influence of alcohol or drugs. This includes prescription drugs which may significantly affect the ability to operate a vehicle or to perform assigned duties.

Volunteers will not purchase alcohol or frequent bars or lounges while wearing Sheriff’s Office volunteer uniforms.

Additional Requirements: Alcohol use is further detailed in the Office Manual at: 7.02/190.00 Alcohol use and Related Conduct

3.7. TOBACCO USE

Use of tobacco is not allowed in Sheriff’s Office vehicles or facilities. All use of tobacco must comply with Washington state law. In consideration of others, volunteers must make sure their uniform does not smell of smoke.

Additional Requirements: Use of tobacco products is further detailed at: 5.03/014.00 Smoking and use of Tobacco Products

3.8. SEXUAL HARASSMENT

The Sheriff’s Office will not condone or permit any sexual harassment of or by its volunteers. Volunteers must immediately report any sexual harassment to the Volunteer Director or Director of Community Partnerships.

Additional Requirements: Please see the Office manual at: 7.02/180.00 Committing or Condoning Illegal or Forbidden Harassment

4. ORGANIZATION

The Volunteer Organization is made up entirely of unpaid civilian volunteers whose duty is to uphold the mission and vision of the Sheriff’s Office.

The primary function of the Volunteer Organization is to provide the services and
perform the duties required of the Sheriff’s Office that do not require use of force, powers of arrest, or the skills of armed deputies.

4.1. VOLUNTEER DIRECTOR

The Volunteer Organization shall be administered by a civilian Volunteer Director appointed by the Sheriff. The Volunteer Director reports directly to the Director of Community Partnerships. The Volunteer Director shall be responsible for:

1. All daily operations of the organization.
2. Daily supervision of Precinct Volunteer Coordinators and Citizen Patrol Coordinator.
3. Recruitment and screening of volunteer applicants.
4. Evaluating volunteers to assure volunteer performance meets standards and represents the Sheriff’s Office in a professional manner.
5. Conducting regular volunteer meetings.
6. Maintaining accurate volunteer application files, time sheets and training records.
7. Maintaining ongoing inventory of volunteer program vehicles and equipment.
8. Monitoring and reporting maintenance requirements of volunteer vehicles.
9. Planning and implementing volunteer recognition events and activities.

4.2. VOLUNTEER COORDINATORS

The Volunteer Director shall appoint one volunteer in each precinct to serve as a Volunteer Coordinator.

Volunteer Coordinators are responsible for maintaining liaison and communications with the Precinct Commander or his/her designee in all matters of mutual concern such as: vehicles, incidents, assistance, availability, facility use, and precinct programs.

The Volunteer Coordinator shall be responsible for daily operation unique to the assigned precinct and shall include the following:

1. Scheduling precinct volunteer activities and monitoring workload.
2. Serving as liaison between volunteers and Volunteer Director.
3. Orientation and assignments for all new volunteers.
4. Maintaining records and statistics as required.
4.3. **CITIZEN PATROL COORDINATOR**

The Volunteer Director shall appoint one volunteer to serve as Citizen Patrol Coordinator.

The Citizen Patrol Coordinator is responsible for maintaining liaison and communications with the Volunteer Director, Precinct Volunteer Coordinators, and Precinct Commander or his/her designee in all matters of mutual concern.

The Citizen Patrol Coordinator shall ensure that Citizen Patrol activities remain focused on the goals and purpose of Citizen Patrol, as outlined in the Citizen Patrol Guidelines.

4.4. **VOLUNTEER PROGRAMS**

The Volunteer Organization is comprised of three programs: Citizen Volunteer, Citizen Patrol, and Project Lifesaver. Duties of the programs include, but are not limited to, the following:

**Citizen Volunteer**
1. Mail Courier Service
2. Office Work/Data Entry
3. Disabled Parking Enforcement
4. Crime Prevention
5. Graffiti Removal
6. Special Projects

**Citizen Patrol**
1. Directed Patrol
2. Crime Prevention
3. Disabled Parking Enforcement
4. Park & Ride Checks
5. Radar/Reader Boards
6. Speed Checks
7. Stolen Vehicle Checks
8. DUI or Drug Enforcement Assistance
9. Traffic Control
10. Recreational Area Checks
11. Special Projects

**Project Lifesaver**
1. Enroll and monitor clients in Project Lifesaver
2. Perform monthly maintenance checks
5. TRAINING

It is required that all Sheriff’s Office volunteers attain the highest level of proficiency in the conduct of the business of the Sheriff’s Office.

Every volunteer is a member of the Sheriff’s Office team and is expected to develop a basic understanding of all functions of the agency.

5.1. BASIC TRAINING REQUIREMENTS

All Sheriff’s Office volunteers are required to attend the next available Sheriff’s Office Volunteer Basic Training after acceptance into the Volunteer Organization. Basic training shall provide a general overview of Sheriff’s Office bureaus and operations.

All volunteers are required to become acquainted with Sheriff’s Office email communication procedures and proper completion of internal administrative forms.

A defensive driving course shall be satisfactorily completed prior to operating any county vehicle, in compliance with Executive Order #96-02A (Vehicle Use Policy Manual).

5.2. CITIZEN VOLUNTEER TRAINING REQUIREMENTS

In addition to basic training requirements, Citizen Volunteers are required to complete orientation and training specific to their assigned duties, as specified in related Citizen Volunteer Guidelines.

5.3. CITIZEN PATROL TRAINING REQUIREMENTS

In addition to basic training requirements, all Citizen Patrol volunteers are required to receive orientation and training as specified in the Citizen Patrol Guidelines.

5.4. PROJECT LIFESAVER TRAINING REQUIREMENTS

In addition to basic training requirements, all Project Lifesaver volunteers are required to complete training as specified in the Project Lifesaver Guidelines.
6. **RECORDS**

6.1. METHODS AND PROCEDURES

Personnel records shall be maintained in accordance with Sheriff’s Office directives. Statistical records shall be maintained by each Volunteer Coordinator and Citizen Patrol Coordinator with copies to the Volunteer Director’s office. Volunteer Coordinators shall maintain monthly reports relating to their respective volunteer personnel and activities, and shall include, but not be limited to:

- Personnel, assignments, and scheduling.
- Records regarding logistical functions and maintenance for vehicles and equipment.

6.2. VOLUNTEER TRAINING RECORDS

All volunteers shall be responsible for maintenance and authentication of their personal training records, and must provide updated training records to their Volunteer Coordinator.

7. **UNIFORMS**

7.1. APPEARANCE

All volunteers are expected to present a neat, clean, and professional appearance while on duty. Class A uniforms shall be worn when performing volunteer duties that require contact with members of the public. Class B uniforms may be worn for internal office work, including mail courier duty.

7.2. ISSUED ITEMS

The Sheriff’s Office will provide Class A uniforms to all volunteers as may be required for the fulfillment of their duties. The uniform shall clearly distinguish from that of the uniform worn by sworn deputies.

Black belts and black shoes shall be worn with the volunteer uniform. Shoes shall be Bates; boots shall be Danner.

7.3. CLASS A UNIFORM

**Shirts.** Shirts shall be white Flying Cross Deluxe, short sleeve with shoulder epaulets and scalloped pocket flaps. Up to 3 shirts may be issued per volunteer.
**Trousers.** Trousers shall be black Flying Cross, 100% polyester gabardine. Up to 2 pair may be issued per volunteer.

**Shoulder Patches.** Shoulder patches shall have the word “Volunteer" clearly visible and included within the patch. A “Sheriff” patch will be under the shoulder patch.

**Badges and Pins.** Each volunteer shall be issued a metal badge with pin back to be worn on the uniform shirt. Badges shall be worn on the left side of the shirt, above the pocket flap. The badge shall be 6-point star, 2 3/16” x 2 ½ “, and shall be clearly distinguished from the badge of the sworn deputies. Badges shall be silver for volunteers, and gold for the Volunteer Director and Volunteer Coordinators. The badge is only to be worn on the uniform of the volunteer while he/she is on duty and SHALL NOT be used for identification purposes when not on duty.

S.C.S.O. pins shall be worn on the shirt collar. Pins shall be silver for volunteers and gold for the Volunteer Director and Volunteer Coordinators.

**Jackets.** A three-season jacket with “Volunteer” inscription on front and back shall be issued for use in cool and inclement weather. Summer jackets shall have the same inscription.

**Hats.** A baseball-style cap shall be issued to each volunteer with printed star and “Volunteer” inscription.

### 7.4. CLASS B UNIFORM.

**Shirts.** Shirts shall be a polo with the Sheriff logo and name embroidered on the left shoulder area.

**Trousers.** Shall be black Flying Cross, 100% polyester gabardine.

### 7.5. ADDITIONAL REQUIREMENTS:

Additional uniform requirements are outlined in the Office Manual at: 6.00/000.00 Uniforms and Equipment
8. VEHICLES

8.1. AUTHORIZED USE

Vehicles furnished by the Sheriff's Office for use by volunteers are to be operated only by volunteers who have a valid Washington State driver’s license and have satisfactorily completed a defensive driving course. Volunteer Organization vehicles are to be used only in the performance of duty and not for personal use.

8.2. EQUIPMENT

All Volunteer Organization vehicles shall be equipped with the following:

- First Aid kit
- Flashlights (2)
- Flares
- Fire extinguisher
- Precinct Information
- Thomas Brothers maps
- Emergency phone numbers
- Blanket
- Rear Deck Light Bar

8.3. MAINTENANCE

Maintenance of the vehicles is the responsibility of the Sheriff's Office. Regular vehicle maintenance will be done every 4,000 miles. A service maintenance sticker will be located in the upper left hand corner of the windshield determining when the vehicle is due for service. It shall be the responsibility of the Volunteer Director or his/her designee to ensure timely vehicle servicing.

8.4. FUELING

It is the responsibility of each volunteer using a vehicle to ensure the gas tank is at least half full after each use. Precinct Volunteer Coordinators shall provide volunteers with information regarding fuel facilities and procedures.

Additional Requirements:

Vehicle fueling requirements are further detailed at: 9.03/060.00 County Vehicle: Gas
8.5. CLEANLINESS

It is required to keep all Volunteer Organization vehicles clean, both inside and out. Precinct Volunteer Coordinators will provide a list of available car wash facilities.

8.6. COLLISIONS

In the event that a Volunteer Organization vehicle is involved in a collision, the volunteer shall contact the Dispatch Center (SNOPAC) to notify them of the collision and request a patrol sergeant to respond to the scene. Include details of the collision such as location, injuries, and if collision is blocking traffic. All collisions involving a vehicle operated by a volunteer will be investigated by the Sheriff’s Office. The volunteer shall not move the vehicle or discuss the collision until contacted by the patrol sergeant. The volunteer shall complete a collision report and an incident report as soon as possible.

8.7. ADDITIONAL REQUIREMENT

Additional vehicle requirements are outlined in the Office Manual at:  
9.00/000.00 Vehicles
Marshals Unit (218_0).pdf
MARSHALS UNIT
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MARSHALS UNIT

1. OVERVIEW

Snohomish County Code Chapter 2.38 assigns to the Sheriff the responsibility for planning, coordinating, and providing security services for all county facilities. County Code section 2.38.020, established within the Sheriff’s Office a Security Unit charged with the development and implementation of a security program. The County Code further requires the Sheriff to appoint, deputize with limited commissions and assign Marshals to the Security Unit.

2. PURPOSE

This SOP establishes guidelines regulating physical and entry security, electronic monitoring and electronic keycard access to Snohomish County facilities and property. Sheriff’s Office personnel shall comply with the applicable provisions of this directive as well as the Snohomish County Sheriff’s Office Policy and Procedure manual. In the event of contradicting directives between this Standard Operating Procedure and the Policy and Procedure Manual, the Policy and Procedure manual shall be the governing directive.

3. DEFINITIONS

As used in this directive, the following definitions apply:

1. “Campus Courthouse” The Snohomish County Courthouse in Everett
2. “District Court(s)” Each of the three remote units of the Snohomish County District Court Division: Cascade, Evergreen and South District Courts
3. “Youth Center” Charles Denney Youth Center (DYC) in Everett
5. “County Campus” The Snohomish County Government complex consisting of the Courthouse, Mission Building, East and West Administrative buildings and adjacent grounds.
6. “Marshal” Limited commission Sheriff’s Office personnel responsible for first responder law enforcement operations at designated county facilities and grounds.
8. “Security Screener”  Contracted private security personnel stationed at facility/event entrances to check incoming people and items.

9. “Security Support Specialist”  Sheriff’s Office employee assigned as key entry administrator and clerical support of the Security Unit

10. “Keyless entry”  Electronic keycard used to access county facilities.

4. ORGANIZATION AND STRUCTURE

The Snohomish County Sheriff’s Office Security Unit is a unit of the Support Services Bureau / Special Operations Division.

1. The Unit Supervisor shall hold the civil service rank of Sheriff’s Sergeant. The Sergeant shall:
   a. Be responsible for first level supervision of personnel;
   b. Function as a liaison with other county departments and personnel;
   c. Be the point of contact for the contracted private security company’s contract manager; and,
   d. Provide operational oversight of security operations.
   e. The Sergeant will report to the Special Operations Division Commander or his designee.

2. Marshals are limited commission law enforcement Sheriff’s Office employees.
   a. Marshals are the primary armed law enforcement personnel within the Security Unit. Marshals are responsible:
      i. To function as law enforcement personnel at the County Campus, Denney Juvenile Justice Center (DJJC) and the remote District Courts to ensure that law and order is maintained at those facilities;
      ii. To assist in the on site security to ensure prohibited weapons, items and contraband are not introduced into the facilities;
      iii. To conduct appropriate first responder law enforcement duties, to include responses to criminal activity, calls for service, and alarm response;
      iv. To collect and document initial information and facts regarding crimes and incidents at applicable county facilities;
      v. To arrest violators and persons remanded into custody by court order and/or warrant;
      vi. To provide security stand-bys within the County Campus, DJJC and the District Courts;
vii. To provide a primary enforcement presence and direction during emergency situations; and,

viii. To assist the contracted security personnel as necessary to ensure a safe and expeditious entrance to the facilities.

b. Marshals shall remain familiar and updated on the arrest and use of force directives within the Sheriff’s Office Policy and Procedure Manual.

c. Marshals shall report to the Sergeant

3. The Secretary shall hold the civil service rank of Security Support Specialist.
   a. The Security Support Specialist is responsible to:
      i. The upkeep and maintenance of the county keyless entry system;
      ii. To enter new county employees into the keycard database and ensure proper facilities access is granted to each employee;
      iii. To coordinate with representatives of each county department to ensure the accuracy and efficiency of the keycard access database;
      iv. To create and issue employee identification and applicable commission cards;
      v. For report processing, office operations and Security Committee and other meeting minutes and transcriptions; and,
      vi. The Security Support Specialist may be assigned other appropriate duties as required

b. The Security Support Specialist shall report to the Sergeant.

4. The Contract Security personnel are employees of a private security company employed under a services contract managed through the Security Unit. Day to day operations will be managed through the security company contract manager, who will report to the Sergeant. Specific operational duties, schedules and responsibilities are detailed in the current contract language. Areas covered by this SOP that may appear to be in conflict with contract language will be subordinate to the contract.

5. UNIFORMS AND EQUIPMENT

1. Sergeant and Marshals:
   a. The Sergeant and Marshals shall comply with the Sheriff’s Office Policy & Procedure Manual chapter 6. Typically, the Sergeant and Marshals will wear Class B or Class C Field Duty Uniforms.
   b. Uniforms and equipment issue will be in accordance with the Policy & Procedure Manual and the applicable labor agreement(s).
   c. The Sergeant and Marshals shall each be issued a portable radio, cellular phone or blackberry device and group pager.
   d. Other equipment, such as impact weapons, Tasers and other items shall be issued per the Sheriff’s Office policy and applicable labor agreement(s).
2. Security Support Specialist:
   a. The assigned Security Support Specialist shall dress as required by Sheriff’s Office Policy & Procedure Manual chapter 6.01/400.00.
   b. Issuance of uniforms and equipment shall be in accordance with the Policy & Procedure Manual and the applicable labor agreement(s).
   c. The Security Support Specialist shall be issued a cellular phone or Blackberry device.

3. Contract Security:
   a. Contract Security personnel will wear uniforms as required by the security contract. Uniform(s) may be modified for special events and/or situations with the concurrence of the Sergeant.
   b. The contracted security company’s contract manager shall be issued a cellular phone. Two additional cellular phones shall be issued to the contract security company for use during after hours and weekends and at DJJC. One portable radio shall be issued to the contract security company for use in summoning Marshals.

6. TRAINING

1. Initial training- Upon hiring, non-county employees are required to attend new county employee orientation. Marshals will then be assigned for on-the-job field training and orientation. Field training shall consist of:
   a. Instruction on Sheriff’s Office duties, policies, procedures, rules and regulations.
   b. Orientation at applicable county facilities
   c. Instruction and practical experience on daily routines, duties and standards of performance.

Marshals may be scheduled to attend one or more of the following training courses;
   a. Court Security; U.S. Marshals Service
   b. Advanced Physical Security; FLETC
   c. Satellite training course(s) sponsored by the Washington State Criminal Justice Training Center.
   d. Other approved courses meeting the requirements and standards of the Snohomish County Sheriff’s Office.

2. Roll-call training- Unit personnel are required to attend and participate in scheduled roll-call training sessions. These sessions are meant to ensure that all unit personnel receive legal, operational and policy updates as well as appropriate safety briefings, criminal activity bulletins and other information.
7. SHIFT ASSIGNMENTS

1. Sergeant
The Sergeant will be assigned scheduled work shifts by the Special Operations Division Commander and shall not conflict with the governing labor agreement.

2. Marshals
Marshals will be assigned to scheduled work shifts by the Special Operations Division Commander. Assigned shifts shall not conflict with the governing labor agreement.

3. Security Screeners
Contract security personnel shall be assigned work shifts as assigned by the security company’s contract manager throughout the day or night based on the security needs of the respective facility and within the parameters of the contract between the security company and Snohomish County.

8. DUTY POSTS AND ASSIGNMENTS

8.1. COUNTY COURTHOUSE

1. Courthouse Lobby
During county business hours, the priority assignment for Marshals and contract security is the County Campus Courthouse Lobby. Marshals and contract security shall be posted to provide a continuous presence and adequate screening during regular business hours, MON-FRI, 0800 -1700. The only exception will be in the event of an emergency on the County Campus that requires the Marshal(s) assigned to the lobby to respond. Such response should only be a “last resort.”

NOTE- incidents such as routine service calls, stand bys and court remands do not constitute an emergency. Contracted private security employed as security screeners shall maintain a continuous presence at the public entrance and primary employee entrance to the court facilities. Screeners shall operate the walk-through magnetometers, hand held metal detectors and X-Ray machines (if present) for the purpose of ensuring that unauthorized entry of prohibited weapons, contraband or persons does not occur.

2. Family and Domestic Violence Court
Due to high emotions commonly present in family court cases, Marshals should maintain a regular patrol presence in and around courtrooms assigned to hear family and domestic violence cases, currently Department A, B, C and D on the 1st floor of the County Campus Courthouse. One Marshal shall be present in the hearing room during hours that domestic violence and family court hearings are in session, typically beginning at 1300 hours daily. However, emergency operations elsewhere in the Courthouse may take priority over this assignment.

3. Security Stand-by
Courtroom staff and other county personnel may routinely request a Marshal in and around their respective workstations for a variety of services from specific known threats to escorts for the transfer of money between facilities, to election security. Marshals shall remain responsive to appropriate requests for security services from other county departments.

4. Court Remands and Duty Detective assists

A daily and regular duty of Marshals shall be to take persons into custody at the request of judges to be remanded to the jail. Additionally, the Sheriff’s Office 4th Floor assigned “Duty Detective” routinely encounters subjects who must be arrested and will require the assistance of Marshals. Marshals shall assist as required in these instances.

8.2. COUNTY CAMPUS

1. Roving patrol
   a. While not assigned to a court entrance post, Marshals shall maintain a roving patrol and presence throughout and around the court facilities. In the case of the Courthouse Campus, the patrol and presence shall include all of the buildings and facilities, to include the main parking garage and building perimeters.
   b. Specific attention should be paid to active courtrooms, Treasurer’s Office (1st Floor of Admin. East) and the Clerk’s Office.
   c. Marshals are expected to conduct and document field interviews of suspicious persons and situations on and around the facilities, investigate and take appropriate action(s) for criminal violations and/or disturbances and respond to alarms.

2. Loading dock (Courthouse-Wetmore Avenue)

   The loading dock roll-up door located in the Courthouse basement and accessed from Wetmore Avenue will not require a constant presence. However, the roll-up door is routinely accessed by contractors and facilities maintenance personnel. Marshals and/or contract security personnel may be required to monitor access and/or deliveries, to include package inspections, via this door.

8.3. CHARLES DENNEY JUVENILE JUSTICE CENTER (DJJC)

The DJJC duty post requires at least one Marshal to maintain a continuous presence within the facility. The assigned Marshal shall maintain a regular patrol of the facility and property with specific attention to the security entrance, individual courtrooms and probation office.

Contract security personnel shall maintain a routine presence at the main public entrance to DJJC to function as security screeners. Screeners are required to operate the walk-through magnetometers, hand held metal detectors and X-Ray machines for the purpose of ensuring that prohibited weapons and contraband are not introduced into the Courthouse by unauthorized persons.
8.4. DISTRICT COURTS (NON-COUNTY CAMPUS)

Contract security personnel shall conduct entrance security screening at the main public entrance to the District Courts. Therefore, they are required to operate the walk-through magnetometers, hand held metal detectors and X-Ray machines (if present) to ensure that prohibited weapons and contraband are not introduced into the Courthouse by unauthorized persons.

Marshals may be assigned to staff security posts or provide an armed law enforcement presence in the event of a specific threat or high profile trial, and/or transport prisoners from the court facility (ies).

9. COURTHOUSE ENTRANCE SECURITY

9.1. SEARCH POLICY

1. All persons, packages and bags entering the County Campus Courthouse, DJJC and District Courts are subject to an administrative search to eliminate weapons, contraband and other prohibited items. When available, contract security personnel shall utilize X-ray machines to inspect parcels, packages, purses, briefcases etc. Otherwise appropriate visual/hand- searches will be conducted.

2. People entering the facilities are to walk through the magnetometer and/or hand held metal detectors to ensure that weapons and contraband are not admitted to the court facilities. Specific screening guidelines are more specifically address in Attachment F of this S.O.P.

   a. Fully commissioned law enforcement personnel, as defined by the laws of the State of Washington entering a courthouse may be exempt from electronic screening, and may by-pass the magnetometers and x-ray machines. Such law enforcement personnel must provide official department/agency identification to the on-duty Marshal and fully state their purpose and destination within the facility.

   Law enforcement personnel entering a courthouse as a party/participant in some defined court actions are not exempt from search and must submit to the administrative search before entering the court facilities. Such persons shall not be permitted to carry firearms and/or weapons within the court facilities. See Section 3 in “COURTHOUSE WEAPONS, ILLEGAL and/or PROHIBITED ITEMS POLICIES” below.

   b. A Law Enforcement Officer, as defined by the laws of the State of Washington, requesting to by-pass security screening shall be referred to the on-duty Marshal. The Marshal shall:

      i. Confirm the identity and appropriate commission;

      ii. Inquire the destination and purpose of the visit to confirm that the individual is not a party to an applicable court action that requires firearms/weapons be excluded;
iii. Ensure that a law enforcement officer who is a party to such a court action is unarmed and/or surrenders all weapons in their possession and passes through security screening prior to being admitted.

c. Armed, uniformed armored car employees may by-pass screening while on official business. However, upon entrance their official identification must be verified and checked against a master list of employees to be provided by that company.

3. Persons entering a court facility have the right to refuse or limit the administrative search of their person, packages or parcels. Any person exercising these rights shall not be granted access to the court facility unless cleared by the Sergeant.

4. Weapons and/or contraband can be concealed by coats, or similar outer garments/clothing, hats and behind belts and other items strapped around the waist. Security personnel may direct persons to remove such items to facilitate appropriate entrance screening.

5. Persons with an “Automatic Internal Defibrillator” or “Pacemaker” may by-pass the magnetometer, but shall be subject to a thorough hand wand screening and/or pat down search.

If during the security screening security personnel detect a possible weapon, illegal/prohibited item(s), substance(s) and/or material(s) the screening personnel shall immediately notify a Marshall. The Marshal shall investigate and take appropriate action as outlined in the following sections under “COURTHOUSE WEAPONS, ILLEGAL and/or PROHIBITED ITEMS POLICIES.

10. COURTHOUSE WEAPONS, ILLEGAL and/or PROHIBITED ITEMS POLICIES

10.1. WEAPONS POLICY

1. Snohomish County Superior Court Administrative Order 10-06 requires the following items be prohibited in designated areas and buildings which are used in conjunction with court proceedings:

   a. Firearms;

   b. Gravity activated knives, spring loaded knives, switch blades, knives over three inches in length, and martial art implements;

   c. Anything that may be used as a weapon such as explosives substances, mace pepper spray, or similar item(s);

   d. Box knives, screw drivers, scissors, letter openers, pocket knives, and chains over 20” in length.

2. In addition, RCW 9.41.300, states that it is unlawful for any person to enter court designated facilities when he or she knowingly possesses or knowingly has under his or her control a weapon. RCW 9.41.300 defines a weapon as any firearm, explosive as defined in RCW 70.74.010, or any weapon of the kind usually
known as slung shot, sand club, or metal knuckles, or any knife, dagger, dirk, or other similar weapon that is capable of causing death or bodily injury and is commonly used with the intent to cause death or bodily injury.

3. The following may be permitted into the court designated building(s):
   a. Weapons carried by authorized law enforcement officers. However, the weapons restriction does apply to a law enforcement officer who is present as a party to an action under R.C.W. 10.14, 10.99, or R.C.W. 26.50, or an action under Title R.C.W. 26 where any party has alleged the existence of domestic violence as defined in R.C.W. 26.50.010;
      i. Law Enforcement officers prohibited from carrying a weapon into the court facility by the above referenced statues shall follow #4 below.
   b. Weapons or other items in the possession of a law enforcement officer or deputy prosecuting attorney which are brought into the building to be used as an exhibit in a pending case;
   c. Tools of trade in possession of construction workers, repair and maintenance workers and others who are on assignment in the building(s) and actively engaged in repair, maintenance or other authorized work;
   d. Office equipment, supplies; and,
   e. Ordinary kitchen utensils, in the possession of persons employed in the building which are being brought into the building for their ordinary use.

4. Non-law enforcement persons carrying/transporting/possessing a firearm under a valid concealed weapons license issued in accordance with RCW 9.41.070 may not carry, transport, or possess a firearm while in those areas of the court and facilities where prohibited by law or administrative order. (For law enforcement personnel see “ENTRANCE SECURITY” above). Such persons shall not be admitted while carrying/transporting and/or possessing the firearm. If there are appropriate secure facilities, as determined by the Special Operations Division Commander, such persons will be allowed the opportunity to secure their firearm on premise. If securing a firearm on premise the following procedures shall be followed:
   a. Persons who have handguns to be secured must enter and exit the courthouse via the primary public entrance.
   b. The Security Screener shall not allow the person to pass beyond the magnetometer, but shall immediately notify the duty Marshal that the person has a pistol for storage.
   c. The Marshal shall contact and escort the person with the firearm back outside onto the entrance landing.
   d. The Marshal will confirm that the person has a concealed weapon license and some form of valid photo identification (i.e., driver’s license, state identification card, military identification, etc.)
e. The Marshal shall then allow the person to place the handgun into a secure storage bag. Firearms shall not be unloaded, but shall, if equipped with an external safety, have the safety in the “safe” position.

f. The Marshal shall fill out the Field Release and Receipt form and provide the firearm owner with a carbon copy. The original Field Release form will be maintained in the weapons locker area.

g. The Marshal shall then escort the person back to the entrance where they will then be screened by security screening personnel prior to being admitted into the Courthouse.

h. The storage bag containing the pistol shall then be placed securely in a locked stage locker.

i. Marshals shall inform the firearm owner that when he/she wishes to leave the courthouse, they must come to the entrance and tell the on-duty Marshal that they need their weapon returned.

j. Marshals shall obtain the gun owner’s copy of the Field Release and Receipt form, before retrieving the storage bag and weapon from the locker. The return of the weapon to the owner shall be conducted outside the Courthouse.

k. If the owner has not returned for their weapon by the end of the business day/period, the on-duty Marshal shall remove the weapon from the locker and book it into the Sheriff’s Office Evidence Room for safekeeping.

10.2. ILLEGAL/PROHIBITED ITEMS, WEAPONS (NON-FIREARM) AND CONTRABAND

1. All illegal/prohibited items, non-firearm weapons, and contraband shall be the responsibility of Marshals. He/she will follow applicable state and case law, County Ordinances, the standing court order(s) and the Policy & Procedures of the Sheriff’s Office.

2. If a person brings any illegal/prohibited item, non-firearm weapon or contraband into a courthouse, other than for evidence or other such legal purposes, the item will be confiscated and booked into the property/evidence room for destruction or retention as evidence.
   a. Custodial arrests and/or the filing of appropriate criminal charges may be warranted.

10.3. PROHIBITED ITEMS, TEMPORARY HOLD

1. Some items that are prohibited from being brought into a courthouse may be otherwise legal to possess. Snohomish County Superior Court Administrative Order 10-06 directs the Security Unit to screen for such items.

2. Persons wishing to enter the facilities will be notified of their prohibited nature of the item(s) and given the choice of having security personnel take charge of the item(s) until their departure, or the option of leaving until they dispose of the item(s).
3. If security personnel are taking charge of the item, it will be stored as directed by the Sergeant until the owner returns to take possession of the item when leaving. Due to storage restrictions at the remote district courts, this service may not be offered. The following guidelines shall be followed in respect to storing items:
   a. Numbered bags shall be used to temporarily store personal property; each bag shall have a property claim tag marked with the corresponding bag number.
   b. Security personnel shall place the property in the bag and give the person the property claim tag. Security screener must advise the person of the policy regarding stored personal property.
   c. The property bags must be stored out of public sight.
   d. When leaving the facility the owner must provide the appropriate claim tag before reclaiming the property from the bag. The claim tag will then be returned to the bag for later re-issue.
   e. Personal property left at the security post at the end of the business day shall be turned over to the on-duty Marshal to be booked into the Property/Evidence Room as found or abandoned property.

10.4. FOUND & SURRENDERED PROPERTY

All evidence and found property will be handled in accordance with the Sheriff’s Office procedures outlined in General Order 12.00/000.00 EVIDENCE AND PROPERTY.

10.5. DAMAGED PERSONAL PROPERTY

1. Any item damaged while being checked through security screening shall be entered in the security-screening log. Damage will be reported to the Sergeant or his/her designee in a timely manner.
   a. Items exceeding $250 in value shall be reported to the Sergeant or designee immediately. If possible, the owner/claimant and the damaged item should remain where the action occurred until the Sergeant or designee arrives.
   b. Disputes over damage to a person’s property shall be referred to the Marshal or Sergeant.
   c. At no time shall contract security or Sheriff’s Office personnel obligate the County to repair or replace any damaged item.
   d. Claimants will be instructed as to how to make an appropriate damage claim with the County Risk Management Office.
   e. The Sergeant will ensure that all appropriate reports and paperwork are forwarded in a timely manner.
11. COMMUNICATIONS, Security Unit Personnel

11.1. RADIO

1. Sheriff’s Office issued portable radios shall be the primary means of communications for Security Unit personnel.
   a. Marshals and other commissioned personnel will utilize the proper Sheriff’s Office radio frequencies appropriate for the area/detail being worked.
   b. Radio communications will be in accordance to established Sheriff’s Office and SNOPAC radio procedures.
   c. The Security Control Room at the Courthouse may be equipped with a base station radio to be used for dispatching Marshals to alarms, disturbances and details on the County Campus.
   d. All Marshals shall be equipped with a handheld radio, lapel microphone and earpiece while on-duty.
   e. The security screening stations in the lobby of the County Campus Courthouse, DJJC and District Courts shall also be equipped with one handheld radio to allow contract security personnel to contact Marshals as directed by the Sergeant.

2. Radio Frequency

   Security personnel will utilize the appropriate Sheriff’s Office frequency for the area/detail they are assigned as follows:
   a. County Campus: County Security frequency;
   b. DJJC, South District Court, Cathcart, and other facilities within the region covered by the South Precinct: South frequency;
   c. Evergreen District Court and other facilities within the region covered the East Precinct and related operations: East frequency;
   d. Cascade District Court and other facilities within the region covered the North Precinct and related operations: North frequency;
   e. Appropriate tactical frequencies will be utilized for non-SNOPAC radio traffic;
   f. Alternate frequencies may be designated for special events and or emergency operations.

3. Radio Call Signs

   - Radio call signs for Security Unit Personnel shall be assigned in compliance with chapter 14.02/000.00 of the policy and procedure manual.
   - Radio call signs will be assigned by work stations as follows:
     i. Sergeant: 23-X-8
ii. Security Unit Lead Marshal: 23-X-80 or 23-X-90
iii. Courthouse Campus Units: 23-X-81 through 23-X-89
iv. DJJC: 23-X-91 through 23-X-95
v. Cascade District Court: 33-X-96
vi. Evergreen District Court: 43-X-97
vii. South District Court: 53-X-98
viii. Courthouse Security Unit Base: “Courthouse Base”

11.2. CELLULAR TELEPHONE

1. As an alternate means of communication each Marshal shall be issued a cellular phone or wireless Blackberry device. Marshals are required to carry and use these devices while on-duty. Marshals are encouraged to use the cellular phones or the walkie-talkie feature as much as practical in an effort to reduce the use of the issued police radio.

2. The contract security account manager, DJJC Security Screener station and after hours security officer shall also be issued cellular phones to conduct business related to the security contract with Snohomish County.
   a. The security company’s account manager and after hours security officer are required to carry and be available on their issued cellular phones during their regular on-duty work hours.

11.3. PAGERS

1. Electronic telephone pagers shall be issued to each Marshal and after hours Security Officer.
   a. The primary use of the pagers will be for panic/duress alarm notifications on the county campus.

2. Marshals and the after hours security officer are required to carry and be available to respond to the issued pager during their regular on-duty work hours.

12. OPERATIONS PROCEDURES

Guidelines for response to specific types of emergency incidents are stated in the following attachments.

A: Keyless Entry Administrative Procedures

B: Entrance Security Screening Guidelines
KEYLESS ENTRY ADMINISTRATIVE PROCEDURES

1. PURPOSE
The purpose of the keyless entry system is to provide security to county facilities by controlling access to protected areas based on the credential (keycard) presented by the user and the time it is presented.

2. DEFINITIONS
   a. Department Contact: The Department Head or designee authorized to request keycard changes
   b. Keycard: A plain white electronic access device with no identifying marks on it
   c. Keyless Entry: Outlook email address used for all keyless entry related notifications.

   At time of employment, each employee is issued a County ID and a keycard with a plastic sleeve and lanyard.

3. COUNTY ID
   a. County IDs are available upon request at all times while on the county campus. The County ID includes the employee’s picture, first & last name, and department.
   b. Employee photos are usually taken by Human Resources during new employee orientation, but may be taken by the Security Unit Secretary by special arrangement. County IDs will be issued to all employees once their photo is received.

4. KEYCARD
   a. New keycards
      • New keycards must be requested by the department contact whether it is a replacement card or for a new employee.
      • For new employees, the request must include the employee’s name, employee number, department and type of access. The default access (i.e. if not otherwise specified) will be the most restrictive access for that department.
      • For replacement cards, the request must include the reason for replacement, and the employee’s name and/or card number.
      • The department contact will be notified when the keycard is ready for pickup at the Security Unit. Alternatively, the inactive card can be sent to
the department contact through interoffice mail. Upon receipt the department contact will notify “Keyless Entry” and the card will be activated. Active cards will not be sent via interoffice mail.

b. Keycard Access
   i. The keycard will contain the following access:
      • The areas of the employee’s department that the department contact specifies for that employee.
      • Basic elevator and exterior door access for the building the department is located in.
      • Parking Garage upon notification by the parking garage that the employee has signed up for monthly parking OR by Facilities Maintenance that parking is paid by the department.
   ii. Change in Access
      Any requests for change in an employee’s access must come from the department contact. The one exception is locker room access, which must be requested through Facilities Maintenance Department.

c. Lost Cards
   If an employee loses their card and/or County ID, they must notify their department contact and “Keyless Entry” via email as soon as possible. Cards will be deactivated upon notification from the employee or department contact, but will not be replaced until requested by department contact.

d. Defective Cards
   If a card is cracked or no longer working, the department contact should notify “Keyless Entry” and return the card to the Security Unit. A replacement card will be issued with all the same accesses as the defective card.

5. Termination of Employment
   If an employee is terminated, resigns or retires, the department contact MUST advise “Keyless Entry” immediately (or before the last date of employment) and make every effort to obtain the keycard back from the employee. When the keycard has been deactivated, the security unit will let the department contact know so that the card can be safely returned to the Security Unit via interoffice mail.

6. Non-Employee Cards
   a. Contractors and Vendors routinely require access to county owned facilities to conduct routine or periodic maintenance and construction projects. The Security Unit shall strive to ensure that access is granted to approved and authorized vendors and contractors for the required areas.
b. Facilities Maintenance or the department contracting for maintenance or construction shall be required to complete the “Contractor Keycard Form” found in G:\Sheriff\Security and email it to “Keyless Entry.” The form must include the following information:

i. Name of represented company
   • Contact name and phone number for the company
   • Name (Last, First & Middle Initial) and date of birth of each user (person who will be checking out keycards)

ii. Dates and times of work

iii. Type of work to be performed

iv. Location(s) where work is to be performed

v. Requested access points

vi. Hard keys that are to be handed out by Security

c. Upon receipt of the form, the Security Unit shall conduct a background check on each user. Keycards will only be issued to those users passing the background check.

d. If an individual user will be performing work on a daily basis for a week or more the user will be required to obtain a County Contractor photo id.

e. Individual users performing work on a daily basis for a week or more will be allowed to keep the keycard with them until such time as they no longer need it daily.

f. Other Contractors and Vendors shall be required to check out pre-assigned keycards on a daily basis as needed. These keycards must be turned back into the Security unit by the end of the respective shift or end of work day.

g. Keycards will be checked out from the Security Unit Courthouse Office. The Security Unit employee issuing the keycard must record the following information upon issuance of any keycard to a vendor/contractor:

i. Name of the represented company

ii. Name of person receiving the card, verified by visual inspection of person’s state driver’s license or identification card

iii. Keycard Number

iv. Date & Time checked out

v. Date & time checked in

7. Audits

Quarterly keycard audits will be conducted in order to keep departments accountable for their keycards and keep the system up to date. Each department will be provided with a list of active keycards associated with their department, and will be expected to verify that each keycard holder is still employed/active. The audit will also provide information on how many cards have been deactivated but not returned since the last audit.
Once annually each department will be asked to audit and verify that each person or vehicle is in possession of the access card assigned to them by cross checking the keycard numbers against the database list.
It is the goal of the Campus Security Committee to ensure that weapons and prohibited items do not enter the courthouse facilities except where authorized. It is also the goal of the Committee to authorize protocols that will expedite the security screening process, thereby promoting a smooth and efficient flow of foot traffic into and out of the courthouse facilities. The Committee therefore authorizes the Security Unit to manage its courthouse screening responsibilities according to the following guidelines.

A. PUBLIC

1. All persons, packages and bags entering the County Campus Courthouse, DJJC and District Courts are subject to an administrative search to eliminate weapons and contraband from being introduced into the court facilities. RCW 9.41.300 and Snohomish County Superior Court Administrative Order 10-06 prohibit the introduction of weapons into the courthouse facilities. Contract Security Screeners are to screen for the following items: firearms, gravity activated knives, spring loaded knives, switch blades, knives over three inches in length, and martial arts implements, or anything that may be used as a weapon (including, but not limited to, explosive substances, mace, pepper spray, or similar item(s), box knives, screwdrivers, scissors, letter openers, pocket knives, or chains over 20” in length).
   a. The Security Unit shall keep prohibited items that are lawfully possessed by non-law enforcement personnel at the security desk for storage until the person re-claims the item upon leaving;
   b. The Security Unit may keep prohibited items that are lawfully possessed by commissioned law enforcement personnel at the security desk for storage until the law enforcement officer re-claims the item upon leaving.

2. Packages:
When available, contract security personnel shall utilize x-ray machines to inspect parcels, packages, purses, briefcases etc. Otherwise appropriate visual/hand- searches will be conducted.
   a. If a suspicious or unidentifiable item is detected during the x-ray search, the screening staff must ask the owner of the package for permission to enter the package. If permission is denied, the package or bag and the owner shall not be allowed access to the building or facility. If the screener believes that a package or bag contains a weapon or explosive, the belt on the x-ray machine shall be stopped, keeping the bag or package inside the x-ray machine. The screener shall immediately advise the on-duty Marshal before proceeding. The on-duty Marshal will conduct an appropriate investigation and take necessary enforcement and safety steps.
   b. All packages should be delivered and screened at the east entrance. Members of the public who are carrying packages will have them screened at the north public entrance. If a member of the public has a large package that is unsuitable for screening at the north entrance, it...
shall be delivered and screened at the east entrance. A more streamlined process and alternate location for receiving deliveries shall be developed in the future.

3. Persons:
For entrance into the main Courthouse and Mission Building all non-employee members of the public shall utilize the north public entrance.

a. Exceptions: Disabled persons, persons with strollers, and attorneys on staff with the Public Defender’s Association may use the east entrance.
   i. Disabled persons who are unable to ascend or descend the stairs at the north entrance may use the east employee entrance and security screening station. When the north public entrance becomes compliant with the Americans with Disabilities Act (ADA), disabled persons will be required to use the north entrance.
   ii. Persons with strollers who have difficulty ascending or descending the stairs at the north entrance may use the east employee entrance and security screening station. When the north public entrance becomes ADA compliant, persons with strollers will be required to use the north entrance.
   iii. Attorneys on staff with the Public Defender’s Association may access the Courthouse and Mission Buildings via the east entrance and be screened at the east security screening station. When requested by the Director of the Public Defender’s Association, the Security Unit-Keyless Access Administrator shall issue a picture ID badge to each PDA attorney. The badge shall not authorize keyless access to the buildings.
   iv. Employees of the Snohomish County Bar Association who have an office at the Courthouse may access the building via the east entrance and be screened at the east security screening station. The Director of the Snohomish County Bar Association may request a picture ID badge for his/her employees following the same process set forth in paragraph iii above.

4. Magnetometer:
People entering the facilities will be instructed to place the contents of their pockets into the divesting tubs prior to walking through the magnetometer. Heavy metal jewelry and other accessory items should also be placed in the divesting tubs.
If the magnetometer alerts on a subject, the Security Screeners should ensure that the subject has indeed removed items from their pockets. They may additionally ask the subject to remove their trouser belt (if worn). If so, the person must be further screened with a hand wand and further shoe screening procedures. If not, the person should be directed back to the divesting area where items are further removed. If the magnetometer still alerts on the subject, the hand wand and/or pat down should be utilized to clear any areas in question including the person’s shoes.

5. Hand Wand:
During the hand wand screening process, the Screener should pass the wand over every part and each side of the subject’s person. A subject may be asked to open a heavy jacket or coat during this process and to place such items through the x-ray machine.
If the hand wand alerts on any part of the person, the screener must inquire and identify what is causing the device to alarm. If items are found secreted in a pocket or under clothing the screener may require the item to be removed from the clothing. The screening should continue after this as more items may be located on other parts of the person. Screeners should use the pat down technique outlined below if the hand wand device alerts on a person’s feet or ankles.

6. Pat Down Searches:
People claiming to have internal orthopedic hardware, a defibrillator, or a pacemaker device, may request a pat down search as an alternative to walking through the magnetometer. Subjects in wheelchairs and infants in strollers should also be searched by this means. The Security Screening staff should allow for a screener of the same gender to conduct this type of search. Prior to conducting the pat down, the screener should request that the subject remove heavy outer garments such as jackets and empty his/her pockets into a divesting tub. The jackets should be screened through the x-ray machine. The pat down search must be conducted with the back of the open palm. An exception to the open palm rule is for feet and ankles. Due to the higher possibility of a weapon or prohibited item being secreted in a shoe or boot, Screeners should visually and physically search shoes and especially boots for weapons or prohibited items. If the screener locates a suspicious item beneath clothing the subject must be asked to produce the item or he/she may not be allowed to access to the courthouse facility.

B. SNOHOMISH COUNTY PERSONNEL
1. “Snohomish County Personnel” includes all regular and temporary county employees and volunteers; the term excludes current county elected officials.
2. All personnel entering the main Courthouse or Mission Building shall be required to use either the primary employee entrance located on the 1st floor east side or the Courthouse basement tunnel from the Administration lower level. Exceptions to this rule may be granted at the request of the department head or elected official (hereafter “employing authority”) when the employing authority articulates good cause for the accommodation. If such a request is received for specific personnel, the request must specify which alternative access is being requested. Such requests should be made by the employing authority to the Security Unit-Keyless Access Administrator.
3. When personnel whose primary work station is in the Courthouse or the Mission Building enter through the east entrance or the tunnel, they shall display their county issued identification card to the on-duty screener and then wave their issued keyless access card over a keyless entry reader to momentarily de-activate the magnetometer. Generally speaking, this will allow authorized personnel access to the facility without being required to undergo additional screening or to submit their bags or parcels for examination by x-ray.
4. Personnel who do not have a regular assigned work station in the Courthouse or Mission building may be allowed to enter using the means outlined above if they are so authorized by their employing authority.
   a. Typically, only personnel associated with courthouse functions (i.e. personnel associated with the Superior Court, District Court, the Clerk’s Office, the Prosecuting Attorney’s Office, the Office of Public Defense, or the Sheriff’s Office) may receive this authorization.
   b. Other county personnel will only be authorized to enter the Courthouse or the Mission Building following the procedure described in section 3 if they are authorized by their employing authority to do so and have county related work obligations that cause the individual to visit the Courthouse or the Mission Building at least once a week.
   c. All other non-courthouse county personnel may use the employee only entrance and will be asked to display their county identification card. These employees shall undergo regular screening as outlined above in Section A (Public).
5. Requests for keycard access to the Courthouse or the Mission Building must be made by the responsible hiring authority to the Keyless Entry coordinator.
6. Property Storage
The Security Committee recognizes that some personnel routinely carry items to work that are prohibited in the courthouse facilities. These items include knives, pepper spray or firearms. The Security Unit supervisor shall ensure that sufficient secure storage is provided for such items and ensure that an expeditious process is in place for employees to check items in and out as they enter and leave the facility. Until further notice, if such items are identified with the owner’s name, office location and phone number(s), then they may be handed to a member of the Security Unit for safekeeping until the owner leaves the facility at the end of their work day.

7. Spot Check Screening

The Security Unit shall conduct periodic spot check screenings of Snohomish County Personnel and their bags and parcels upon entering a courthouse facility. Typically, the Security Unit Supervisor shall cause the spot check screening to occur no more frequently than monthly. These screenings shall be unannounced and will follow the same guideline procedures outlined in Section A (Public) of this document.

During employee spot check screenings, the Contract Security Manager shall keep statistical data documenting the number and types of prohibited items being brought through the check point. This statistical data is meant to be used by the Campus Security Committee to determine if additional security measures are warranted with respect to employee screening.

8. Enforcement

In addition to the steps that the Security Unit follows when a member of the public is discovered trying to evade the screening process or bringing a prohibited item or contraband into the Courthouse or the Mission Building, the following additional steps shall take place with respect to Snohomish County Personnel:

a. In the event that a weapon or prohibited item is discovered during screening, the subject’s employing authority shall be notified for any follow-up action deemed necessary by the authority.

b. If Security Unit personnel are alerted that a subject has intentionally attempted to pass a weapon through security measures, criminal action may be warranted and a full investigation shall be conducted.

c. If a subject is found to possess illegal contraband during screening, criminal action may be warranted and a full investigation shall be conducted. In this situation, the Security Unit Supervisor shall notify the responsible employing authority of the investigation.
Line Of Duty Death (157_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

LINE OF DUTY DEATH
IN-SERVICE DEATH / SERIOUS INJURY POLICY

1. PURPOSE

The purpose of this policy is to prepare personnel for an event involving an employee’s death and to provide the proper assistance to the deceased employee’s family. This policy will also provide procedures to be followed by office personnel following an employee’s death.

2. POLICY

It shall be the responsibility of the Snohomish County Sheriff’s Office to provide liaison assistance to the immediate survivors of an employee who dies in the line-of-duty or off-duty, whether feloniously or accidentally, while an active member of the department. This responsibility includes clarification and comprehensive study of survivor benefits, and to provide tangible and intangible emotional support during this traumatic period of re-adjustment for the surviving family.

3. DEFINITIONS

1. Line of Duty Death/Serious Injury:
   a. Any event, criminal or accidental, which claims the life of or causes disabling injury likely to cause death of an employee who is involved in performance of their respective duty. This will also apply to sworn officers who initiate law enforcement action while off duty.
   b. At the Sheriff’s discretion, this policy or any portion thereof may be applied to cases involving an employee’s natural death or serious injury.

2. Survivors: Immediate family members of the deceased employee; spouse, children, parents, siblings, fiancée, and/or significant others.

3. Incident Commander: This position will be appointed by the Sheriff or his designee within 24-hours of the disabling injury or death of any Sheriff’s Office personnel. Because of the need to make expedient and effective use of all Sheriff’s Office resources the Incident Commander will routinely be the Bureau Chief of the deceased employee.
   a. The Incident Commander will be responsible for coordinating all support efforts of the surviving family through the respective liaison and planning personnel.
4. Primary Notification Officer: The employee assigned by the Sheriff or his designee that is responsible for informing immediate survivors of an employee who has died or been seriously injured in the line of duty. Employees have the opportunity to designate their Primary Notification Officer when completing the individual Emergency Notification Forms during new hire orientation.
   a. The employee assigned to this position must not have been directly involved in the incident that caused the death or injury.

5. Family Liaison: The deputy or employee assigned by the Sheriff to act as the long term single point of contact for the family of the deceased deputy for all communication and planning between the Sheriff’s Office and the survivor(s). The Primary Notification Officer may also act as the Family Liaison Officer.
   a. The employee assigned to the position should be personally known to and have the trust of the surviving family.
   b. The person filling this position shall be responsible for coordinating the needs of the family through the appointed Incident Commander.

6. Hospital Liaison: The deputy or employee assigned by the Sheriff or his designee to act as liaison between the medical staff of the hospital and the surviving family members. The Hospital Liaison will work closely with the Primary Notification Officer and the Family Liaison and be responsible for;
   a. Coordinating the arrival and placement of the surviving family in a private room at the hospital.
   b. Informing the surviving family of hospital policy regarding visitation of the injured or deceased personnel. Coordinate any visitation.

7. Funeral Liaison: The deputy or employee assigned by the Sheriff or his designee to coordinate with the deceased employee’s family and the Sheriff’s Office regarding the planning of a wake, funeral or memorial service. The Funeral Liaison will be required to work closely with the Family Liaison and the Incident Commander in planning services.
   a. The employee serving as the Funeral Liaison will routinely be the Sheriff’s Office Honor Guard Commander.

8. Benefits Coordinator: The deputy or employee assigned by the Sheriff or his designee to assist the surviving family with the paperwork associated with benefits and insurance.
   a. The employee serving as the Benefits Coordinator will routinely be the Sheriff’s Office Peer Support Team Coordinator.

9. Beneficiary: Those designated by the deputy as recipients of specific death benefits.

10. Benefits: Financial payments made to the family to insure financial stability following the loss of a loved one.

11. Funeral Payments: Financial payments made to the surviving families of an employee which are specifically earmarked for funeral expenses.
4. INCIDENT COMMANDER
   1. In order to prevent duplication of efforts, maintain order, and ensure that
      the process works for the benefit of the employee and/or his or her family,
      the Incident Commander shall coordinate all office functions regarding the
      incident.
   2. The Incident Commander shall make assignments of tasks and
      responsibilities to office personnel, including Peer Support and Honor
      Guard members. Those persons shall report the status of their tasks to the
      Incident Commander. Office personnel shall not perform incident related
      tasks without the approval of the Incident Commander unless exigent
      circumstances exist.
   3. Personnel assigned to tasks regarding this policy shall be placed on special
      assignment and not available for routine calls until relieved of duty.
   4. In the event the deputy has multiple families and/or an adversarial
      relationship exists between the families, the Incident Commander may
      assign a separate Family Liaison for each family.

5. DEATH / INJURY NOTIFICATION
   1. In the event of a line of duty death or injury, external monitoring of the
      emergency communications radio frequencies may be extensive. Communications
      regarding notifications should be restricted to secure communication channels or
      preferably telephone.
      a. The name of the deceased employee or deputy must never be released
         to the media before immediate survivors are notified.
      b. If media does discover the name of the deceased, the media’s
         cooperation shall be sought to ensure that the name is withheld until
         after proper notification of immediate survivors has been made.
   2. If there is knowledge of a medical problem with an immediate survivor,
      medical personnel will be dispatched to the residence to coincide with the
      death notification.
   3. Notification will always be made in person and never alone. Death /Injury
      notifications should be made by the person indicated by the deputy on
      their individual Emergency Notification Forms whenever possible. In the
      event that the designated person(s) are not available to make notification,
      the Sheriff (or his designee) shall designate a representative of the office
      to make the notification. A member of the Snohomish County Sheriff’s
      Peer Support Team should be present during the notification.
      a. Notification should never be delayed simply to assemble the proper
         notification team. If death appears imminent to the affected employee,
         the priority is to transport the family members to the hospital prior to
         the demise of the deputy or employee.
b. As soon as most public safety family members see you, they will know something is wrong. Ask to be admitted to the house. Never make a death or injury notification on the doorstep. Gather everyone in the home and ask them to sit down. Inform them slowly and clearly of the information you have on the incident. Make sure you use the deputy’s name during the notification.

c. If the deputy has already died, that information must be relayed immediately. Never give the family a false sense of hope. Use words like 'died' and 'dead' rather then 'gone away' or 'passed away'. If the person responsible for the death notification has been seriously affected by the death, he/she should understand that showing emotions is perfectly acceptable. If specifics of the incident are known, as much information as possible and appropriate should be relayed to the family.

   NOTE: Reactions of the family may include hysteria, anger, fainting, physical violence, shock, etc.

d. If the family wants to go to the hospital, they should be transported via department vehicle. It is highly recommended that the family NOT drive themselves to the hospital. Should there be serious resistance and the family insists on driving, request that a deputy accompany them in the car. The department should find out if there are any young children in the home. The Snohomish County Peer Support team members will be responsible for arranging immediate babysitting needs.

   i. Because of the nature of possible radio transmissions, the deputy conducting the transport should notify the Hospital Liaison that the family is in en route via telephone or other means of secure communication.

4. Surviving parents of the affected employee shall be afforded the same courtesy of personal notification if they live in the same geographic area.

5. If immediate survivors are from outside the area, personal notification from the public safety agency of jurisdiction should be requested. Logistical arrangements should enable simultaneous telephone contact with the Snohomish County Sheriff’s Office.

6. ASSISTING THE FAMILY AT THE HOSPITAL

1. The on-duty Patrol Commander shall be responsible to appoint a Hospital Liaison to act as information liaison between medical personnel and the family of the employee and fellow employees. The Hospital Liaison will be responsible to insure that pertinent information regarding the employee’s condition is relayed in a timely manner. This release of information may be affected by laws and hospital policies related to the release of personal medical information. In any event, the Hospital Liaison should make every effort to coordinate communication between the hospital, family members and Sheriff’s Office personnel. They shall
also make the family and fellow employees aware of hospital policy regarding visitation with the injured employee and/or visitation with the body following the demise.

2. Every effort should be made to ensure that survivors are allowed to visit the injured employee prior to death. The Hospital Liaison should prepare the family for what they might see in the emergency room and accompany the family into the room for the visit if the family requests it.

   a. Do not be overly protective of the family. The family may have the need to touch and hold their loved one prior to death and be present when death occurs. This can be very comforting to the family.

3. The Hospital Liaison will be responsible to ensure that the family is updated regarding the incident and the status of their loved one as soon as they arrive at the hospital.

4. Snohomish County Peer Support members should be present the entire time the family is at the hospital and should assist the Hospital Liaison in assisting the family as needed.

5. The people who made the initial notification should be among those at the hospital.

6. Idle promises should not be made to the family at this time. (i.e., “We'll promote him/her posthumously.” “We'll retire his/her badge.” etc.)

7. Arrangements will be made by Peer Support members for transportation of the family back to their residence.

8. The Hospital Liaison will be responsible for arrangements of the medical bills, relating to the services rendered to the deceased or injured employee, to be sent to the appropriate governmental agency for payment. The family should not receive any of these bills at their residence address.

7. SUPPORT FOR THE FAMILY DURING THE WAKE OR FUNERAL

1. The Family Liaison Officer should know the deceased employee and be aware of the family relationships. However, the Family Liaison Officer should not be so emotionally involved with the loss that he/she would become ineffective. The Family Liaison Officer must know that this is not a decision making position. This is a role of facilitator between the family and the Snohomish County Sheriff’s Office. The liaison officer will be responsible to;

   a. Ensure that the needs of the family come before the wishes of the office.

   b. Meet with the family and inform them of his/her responsibilities and how to contact him/her at any time.

   c. Meet with the family regarding funeral arrangements. Since most employees have not prearranged their wishes for their own funeral, the families will most likely need to decide all aspects of the funeral. The Family Liaison Officer must work closely with the Funeral Liaison to
make the family aware of what options are available if they decide to have a "police funeral".

d. Know all information concerning the death and the continuing investigation to answer family questions.
e. Be constantly available to the family throughout this traumatic process.
f. See that the surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession.

2. The Sheriff’s Office Public Information Officer (P.I.O) will be responsible to communicate with the family through the Family Liaison Officer with any media information. In the event that the family decides to accept an interview, the P.I.O will attend and screen all questions presented to the family.

3. Snohomish County Sheriff’s Office Peer Support members will be responsible for seeing that the home is prepared for the influx of visitors following the funeral. Assistance from the Snohomish County Deputy Sheriff’s Association may be enlisted to provide for food and babysitting needs as necessary. Peer Support members will be offered to screen phone calls and remain at residence as requested by the family during this time.

4. The Funeral Liaison will provide a list of alternate churches or facilities with sufficient seating capacities to accommodate attendance at the funeral or memorial service. It should be noted that the office may only make the family aware of the alternatives. The decision regarding location of services ultimately remains with the family.

5. Departmental vehicles should be made available to the family if they desire transportation to and from the funeral/memorial services. Any departmental vehicles used in transporting survivors should bear "Honor Guard" magnetic signs.

6. Peer Support Team members will be responsible for providing the survivors access to other public safety survivors or other support groups. E.g. Concerns of Police Survivors, Survivors of Homicide Victims, Compassionate Friends, Parents of Murdered Children, etc.

7. The Benefits Coordinator will be responsible to remain in contact with the survivors and ensure that their needs are met regarding survivor benefits and other miscellaneous information.

8. PROVIDING INFORMATION AND ASSISTANCE TO THE SURVIVING FAMILY

1. The Benefits Coordinator shall be responsible for working with the Human Resources Department and representatives of the Snohomish County Deputy Sheriff’s Association to gather information on all benefits
available to the survivors. The Benefits Coordinator should assist the survivors in filing any paperwork regarding benefits.

2. The Benefits Coordinator and a member of the Human Resources Department should visit with the surviving family to discuss the benefits they are to receive within a few days following the funeral. A listing of all benefits and payments due the family should be delivered at that time. The listing should give named beneficiaries, contacts at various benefits offices, and a timeline of when the survivor may expect to receive the benefit. The Benefits Coordinator should remain in contact with the survivors periodically over the next several months to ensure that the survivor benefits have been received.

3. In the event of surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the children are entitled.

4. The Benefits Coordinator should pay special attention to problems with possible revocation of health benefits to the surviving family, and work with Human Resources to get information on continuation of benefits for surviving family members. COBRA benefits may be available up to 36 months following the death of an employee.

9. PROVIDING OFFICE SUPPORT DURING COURT PROCEEDINGS

1. The Family Liaison will be required to keep the family informed regarding any court proceedings surrounding the incident. The Sheriff’s Public Information Officer shall work closely with the Prosecutor’s Office to ensure that no information is released to the media prior to the family being informed of a proceeding or court decision.

2. The Family Liaison shall also escort the family members to any court proceeding and will be responsible for introducing the family members to the prosecutor and ensuring that their questions are answered.

3. If no court proceedings will take place regarding the circumstances of the employee’s death, the department will ensure that detail of the incident are relayed to the family at the earliest opportunity.

10. PROVIDING EXTENDED AND FOLLOW-UP SUPPORT

1. The Family Liaison will encourage and assist the family with obtaining peer support or professional counseling services with assistance from the Peer Support Coordinator. Survivors should be made to feel that they are still members of the “law enforcement family” for which the employee gave his/her life. To this extent, the following suggestions are made.
   a. The Family Liaison should remain in contact with the primary surviving family at least monthly following the line-of-duty death for up to one year and dwindling off as appropriate. Additionally, the Family Liaison should encourage other personnel to make personal contact and visits with the family.
b. The Family Liaison and Peer Support personnel will ensure that primary family members are invited to all follow-up services or other office functions such as National Police Week and Washington State Law Enforcement Memorial Foundation functions.

c. Peer Support personnel will provide the primary family members with information from organizations such as Concerns of Police Survivors (COPS) and other recognized police survivor organizations.
SUMMARY SHEET

I. WORKER’S COMPENSATION

Worker’s Compensation benefits are payable to the beneficiaries of the fallen deputy. The Snohomish County Human Resources Office is the contact agency and has all of the appropriate forms.

II. COUNTY LIFE INSURANCE

BASIC LIFE INSURANCE BENEFIT THROUGH SNOHOMISH COUNTY: Law enforcement officers receive a $50,000.00 basic life insurance policy provided by the County. In addition to the basic policy, supplemental life insurance is available for members. Contact Human Resources Department for specific information on the amount of life insurance the member has. Assistance will be provided by Human Resources in completing the forms and submitting claims to the insurance company. A certified death certificate will be required to file a claim.

Deferred Comp. Plan: Snohomish County Human Resources will assist family in obtaining deceased Deputies monies.

III. PENSION

Deputy _________________ was a veteran Deputy with years____________ months service to the Snohomish County Sheriff’s Office. This length of service entitles the following pension benefit to this widow and family.

Pension standards are set forth in the Washington State LOEFF Retirement System.

IV. WORKERS’ COMPENSATION

Workers’ Compensation coverage is compulsory for employers in Washington.

Benefit is 60% of employee’s wage for a surviving spouse and 70% for a surviving spouse with child(ren) with a minimum weekly benefit of $44.05 to $83.81 according to the number of dependents and a maximum weekly benefit of $517.16. Lump sum of $1,600 becomes payable at time of death. Maximum burial allowance is $2,000.

Upon remarriage, surviving spouse is entitled to $7,500 or 50% of remaining annuity value, if less, and weekly benefits cease. Children receive benefits until age 18 or beyond age 18 if disabled, or until age 23 if full-time students.

To receive workers’ compensation benefits the surviving spouse must take the initiative and file a workers’ compensation claim through a workers’ compensation attorney to receive any compensation. The determination as to whether the claim will be paid will be determined by the Workers’ Compensation Appeals Board.

Contact the Industrial Insurance Division of the Department of Labor and Industries, P. O. Box 44001, Olympia, WA 98504-4001, telephone (206) 956-5800.

PERSONAL LIFE POLICIES
Descent and Distribution: Upon the death of decedent, one-half share of community property and of quasi-community property is confirmed to surviving spouse and other one-half share, if not subject of testimony disposition, shall descend and be distributed as provided in following subhead as shall all other property with respect to which decedent died intestate.

Descent and Distribution of Real and Personal Property - Surviving Spouse:
(a) All of decedent's share of net community and quasi-community state; and
(b) 1/2 of net separate estate if intestate is survived by issue; or
(c) 3/4 of net separate estate if there is no surviving issue, but intestate is survived by one or more of his parents, by one or more of issue of one or more of his parents; or
(d) all of net estate, if there is no surviving issue nor parent nor issue of parent.

Shares Of Others Than Surviving Spouse: Share of net estate not distributable to surviving spouse, or entire net estate if there is no surviving spouse, as follows:
(a) To issue of intestate; if in same degree of kinship to intestate they take equally; if of unequal degree those of more remote degree take by representation;
(b) if intestate not survived by issue then to parents who survive;
(c) if intestate not survived by issue or parent then to those issue of parents who survive; if all in same degree of kinship to intestate they take equally; if of unequal degree those of more remote degree take by representation;
(d) if intestate not survived by issue or by parent, or by any issue of parents, then to grandparent(s) who survive; if both maternal and paternal grandparents survive, maternal grandparent(s) take 1/2 and paternal grandparent(s) take 1/2;
(e) if intestate not survived by issue, parent(s), by any issue of parent(s), or by grandparent(s) then to issue of grandparent(s) who survive; taken as groups issue of maternal grandparent(s) share equally if in same degree of kinship to intestate, or if of unequal degree then issue of more remote degree take by representation

V. SOCIAL SECURITY

Because Officer paid into Social Security for _____ years, the widow and family are eligible for Social Security benefits.

Contact for Social Security benefit coordination is the following_______________________.

VI. PUBLIC SAFETY OFFICERS’ DEATH BENEFIT

Federal statute provides a one-time $295,194 (plus cost-of living increase) death benefit to the survivors of a public safety officer who is killed in the line of duty. Forms are completed by the local agency and forwarded to the U.S. Department of Justice for processing and payment.
Contact person: Mr. Jeffery Allison, Director, Public Safety Officers’ Benefit Program, U.S. Department of Justice, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Phone: 202-307-
0035. If all paperwork submitted to the Department of Justice is in order, payment of this benefit can be expected within 90 days.

*(Exclusions to this benefit would come if there was misconduct on the part of the officer, intoxication, performing duty in a grossly negligent manner, or if claimant was a substantial contributing factor to the death of the officer. Military law enforcement officers are excluded from this benefit.)*

**VII. BENEFITS FOR NON-FEDERAL LAW ENFORCEMENT OFFICERS**

**U.S. Dept. of Labor, Programs (OWCP) Office of Workers' Compensation**

*(Law enforcement agency should check with the Department of Labor to see if death circumstances meet criteria for filing for this benefit. If circumstances do not meet the criteria, either leave off benefit information or state that "This benefit is not due to the family of Officer ")*

Benefits are provided for any non-federal law enforcement deputy who is killed under one of the following conditions:

1. While engaged in the apprehension or attempted apprehension of any person- a. who has committed a crime against the United States, or b. who at the time was sought by a law enforcement authority of the U.S. for the commission of a crime against the U.S., OR c. who at that time was sought as a material witness in a criminal proceeding instituted by the U.S.
2. While engaged in protecting or guarding a person held for the commission of a crime against the U.S. or as a material witness in connection with such a crime.
3. While engaged in the lawful prevention of, or lawful attempt to prevent, the commission of a crime against the U.S.

Questions concerning this benefit should be directed in writing to the Office of Workers' Compensation Programs, P.O. Box 37717, Washington, D.C. 20013-7117.

Snohomish County provides payment of the following monies to the survivors of deceased officers:

1. The unused portion of accrued compensatory time.
2. The unused portion of his/her accrued vacation leave.
3. Sick leave. Upon Severance, Death and Retirement an employee shall be paid for that number of working days of accrued unused sick leave as are permitted by the following table:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Max. Number working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of 5th anniversary to 10 anniversary</td>
<td>5 (40 hours)</td>
</tr>
<tr>
<td>Date of 10th anniversary to 15 anniversary</td>
<td>10 (80 hours)</td>
</tr>
<tr>
<td>Date of 15th anniversary to 20 anniversary</td>
<td>15 (120 hours)</td>
</tr>
<tr>
<td>Date of 20th anniversary to termination date</td>
<td>30 (240 hours)</td>
</tr>
<tr>
<td>Normal LEOFF II service retirement (including early retirement option)</td>
<td>30% per union contract</td>
</tr>
</tbody>
</table>

**X. PERSONAL LIFE INSURANCE BENEFITS**

Claims for insurance benefits available through this source are filed by the family with any assistance needed from the Office. In the case of Deputy__________ policies, with *(names of companies)* were in effect at the time of his death.

**XI. FRATERNAL ORDER OF POLICE**
The Fraternal Order of Police provides a one-time $_______ death benefit to the family members of a deceased member Deputy. Contact person is______________, phone______________

XII. OTHER BENEFITS

The survivors may be entitled to other benefits (such as: educational benefits and Veterans Administration benefits). The Benefits Coordinator will be available to assist you in locating the benefits that you are entitled to receive.

XIII. FORMS NEEDED FOR APPLICATIONS

The following forms will be needed for the various benefit applications:
   a. Marriage License.
   b. Certified copy of Death Certificate.
   d. Physician’s Statement.
   e. All ________ (year)_______ W-2 earnings forms.
APPENDIX 2

PROVIDENCE Everett Medical Center has made the following arrangements for the immediate family, friends, fellow officers, and media personnel, in the event of an officer's serious injury or death.

1. The "press room" shall be the Olympic Room in the Medical Office Building. All media matters, including press releases or interviews, will be handled from this location.
2. The "family room" shall be established based on the size of the family. Providence Everett Medical Center has reserved several private rooms for this purpose, all of which are different in size.
3. The non-involved "officers room" shall be the ___________________________ This building will also facilitate the non-involved officer's spouses.
4. **Peer Support personnel** shall be assigned to the various "rooms", including the Emergency Room, to ensure security and privacy.

Contact people are:
- The Emergency Room Charge Nurse - 425-261-3000, press option 4
- Departmental Chaplain- Available through the Medical Center Operator - 425-261-2000
American Muslims traditionally have used the services of Jewish funeral homes because customs are the same. Muslims say Jewish funeral directors understand their opposition to embalming and desire for a speedy burial.

**Preparation of the Remains:** Embalming is acceptable if the body can't be buried within 48 hours or is necessary for another reason, particularly communicable disease. Muslims have a deep respect for the body. Family members are ideally involved in preparing the body with oils and fragrances. For the unmarried, widowed, or divorced, only women prepare women, and men prepare men. The eyes and mouth are closed, orifices packed, and hand and feet are bound. Then the body is shrouded and placed in the casket. The casket is usually closed. The face is left uncovered by the shroud.

**The Funeral:** Funerals are usually held at a mosque.

**Committal Service:** A cemetery is respected ground and graveside services are held. Prayers are said as the casket is being lowered; crying is acceptable, but wailing is not. Grief is viewed as a natural part of life, and a funeral is seen as being for the living.

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The Buddhist Funeral

**Preparation of the Remains:** Embalming is permitted and often chosen by the family as the means of preparing the body. Many Buddhist funerals will include public viewing with an open casket. Should the family choose some type of immediate disposition, the funeral director would prepare the body in the same manner as he or she would prepare the body of any other individual.

**Dressing and Casketing:** The family will select suitable clothing to be used for the occasion. Families generally select traditional wooden or metal caskets available from the funeral home.

**Visitation:** The Buddhist visitation period is usually briefer than is typical. Lasting perhaps, only a few hours. The casket would normally be open.
The Funeral: The funeral service is usually held at the funeral home and is often a continuation of the visitation period. The monk will choose a member of the family, normally the eldest male, to assist him in conducting the rituals. The casket would remain open during the funeral ceremony which begins with the monk, normally dressed in a burnt orange robe, placing and lighting three candles on the casket. Using the melted wax to hold the candles in place, the candles will continue to burn throughout the ceremony. The monk and family will participate in a series of chants during the funeral service. A gong-like bell is used periodically during the chanting. One of the unique features of the Buddhist funeral is the preparation of a meal consisting of rice, peas and carrots. This is prepared in the funeral home chapel as part of the service and taken to the cemetery. For the next ten days, a similar meal may be brought to the grave. Some priests use such fruits as apples, oranges and bananas during the funeral service. Incense is also burned during the approximately forty-five minutes the funeral service will last at the funeral home. The pall bearers are normally family members. Friends are designated to “stand in” for a specific family member. The pall bearers will wear white gloves which are furnished by the Temple. **The importance of each family member is also seen by the position which they hold in the funeral cortege.**

The Committal Service: The committal service will normally last about thirty minutes with chants by the monk and the family. Incense is also burned. Flowers are normally placed on the casket at the cemetery. The colors of the flowers indicate the role of the deceased in the family.

The Christian Science Funeral

There are no ordained ministers in Christian Science Churches, instead, practitioners or readers, serve in somewhat the same capacity as a clergyman. To become a practitioner, one must demonstrate the ability to perform works of healing.

Notification of Death: Because of their beliefs in the healing powers of the practitioner and the reluctance to seek medical assistance, notification that a death of a member of the Christian Science Church has occurred will bring about several unique situations. First, it is most likely that the death has occurred in the deceased’s home or some place other than a usual medical facility. There will be no attending physician responsible for the completing and signing the Certificate of Death. It should, therefore, be called to the funeral director’s attention to determine who will be certifying the cause of death and signing the death certificate, prior to making the removal from the place of death. Their preference is for the term “passed on” rather than such words as death and dead. The term “passed on” is used to emphasize the fact that “death does not mark the termination of an individual’s life, rather it is only one more phase of the belief that life is material”.

Preparation of the Remains: If a traditional funeral service is chosen, with the body present for viewing, the normal embalming and cosmetizing would take place. If the family opts to have a memorial service with the body not present the funeral director may only be asked to prepare the body to the extent necessary for an immediate disposition. When it is possible the body of a female shall be prepared for burial by one of her own sex.

Visitation: Whether there is visitation or not is entirely a family decision, but it is not a frequent practice for Christian Scientists.

The Funeral: There are several key factors which the funeral director will have to be aware of when arranging the funeral. Most importantly, no funerals are held in the Christian Science Church. The funeral is probably most often held in the funeral home, at the gravesite, or other cemetery facility. If the casket is present during the service, it is closed. The officiant for the Christian Science funeral is the practitioner or reader. The main theme of the funeral service centers around the comfort in knowing that death is merely a phase in which the individual leaves the mortal life while maintaining the immortal spiritual life. The service is often preceded by organ
music. During the service there is usually an invitation for those present to join in the Lord’s Prayer, and the service concludes with a benediction.

The Committal Service: There are no Church restrictions in regards to the method of disposition, with earth burial, entombment, and cremation all being permitted.

The Eastern Orthodox Funeral

It is the “nationalism” or the tendency of the Orthodox Church to take on the characteristics of its people, which may cause the most serious problem in trying to define the Orthodox Church and its practices. The most important factors in determining the type of funeral service held are the customs and traditions the family brings with them into the funeral arrangement conference.

Notification of Death: The necessity of notifying a clergyman and whether there are any religious rites required or performed at the time of death is important to the funeral director. In the case of the Orthodox Church, there are no “last rites” such as those seen in the Roman Catholic Church. Priests may prefer to be notified of an impending death in order that they may conduct a prayer service at that time.

Visitation: It is customary for the family’s priest to be present with them during their first viewing. Generally a prayer is offered during this time. In addition to this first prayer, the Trisagion, a series of three prayers, are usually offered at the end of the evening. Similar to a Rosary or Christian Prayer Service in the Roman Catholic Church, the family and friends gather for this service, in which prayers for the deceased are offered. If the visitation and Trisagion are to be held in the funeral home, several pieces of equipment should be placed in the chapel or state room. The Holy Icon, a picture of Christ, is a symbol which can be seen throughout the Orthodox Church. In the funeral home, the Icon is normally placed at one end of the casket, allowing those approaching the casket to first kiss the Icon. Other items used in conjunction with the Orthodox funeral include candles as well as a crucifix.

The Funeral: The funeral service may be held on any day except Sunday. On the day of the funeral service, the family, pallbearers and perhaps close friends will gather at the funeral home for a Trisagion. Following this short prayer service of five to six minutes, the casket is closed and those in attendance will move in procession. The funeral service, is called the Parastas (a standing service), or Great Panachida, which means “all night service”. The funeral service will follow a very liturgical pattern. Organ music and/or a vocal selection may be allowed although it is not normal in the Orthodox Church. Following the service, the casket may be turned so that it is parallel to the Iconstasion, a solid screen, covered with Icons, which separates the sanctuary of the Church from the remainder of the building. The casket is opened at this point, if at all possible, and left open for the remainder of the service. The priest will make the sign of the cross first with olive oil and then with ashes or sand on the chest of the deceased. If the family and friends are going to view the deceased they can file past the casket once again kissing the Icon, which is placed either at the head or foot end of the casket before filing out of the Church.

The Committal Service: The graveside service will consist of a reading and short prayer. In some ethnic groups, the oil and ashes are placed on the top of the closed casket during the graveside service. Incense may be used by some priests at the funeral home, church and graveside. Cremation is forbidden by Orthodox Christians because of the destruction which would take place to the body. The body is the Temple of the Holy Spirit and the church, mindful of this fact, refuses to deliberately destroy the body. A church funeral is denied by anyone who will be cremated.

The Episcopal Funeral
Notification of Death: In the past it was considered essential that a priest be notified when the death of an Episcopalian had occurred or was expected to occur. Although this may vary today from parish to parish, the funeral director should determine the preferences of the individual priests he or she serves to ensure that the proper procedure is followed.

Visitation: In most cases, visitation will be held at the funeral home. The casket is present and open or closed depending on the wishes of the family. There are no items of religious equipment used during the visitation.

The Funeral: All funerals for Episcopalians should be conducted in the Episcopal Church. The funeral service is very similar to that of the Catholic Funeral Mass. Music may be sung by the church choir and/or the congregation from the Episcopal Hymnal. The use of flowers is prohibited in the Episcopal Church, although local customs and the preferences of individual priests may vary.

The Committal Service: The Episcopal Church has no restrictions as to the means of disposition for one of its members. As part of the committal service the priest will read a passage commending the body to the earth, often while sprinkling sand in the shape of the cross on top of the casket. The Lord’s Prayer is recited by all in attendance followed by a final prayer said by the priest.

The Hindu Funeral

Hinduism is a way of life rather than a denomination. Hindus worship many gods. These gods are believed to be different forms of a universal spirit called Brahman. Hinduism centers around karma, which is the belief that every action of an individual will result in either good or bad results. The total of all of these actions is known as dharma, and it is this overall positive or negative way of living during one’s present life which the soul will inherit when re-incarnation takes it into the next life. The funeral ceremony is one celebration and is considered the second most important (and expensive) ritual to take place in a person’s life. The preparation of the body, which is done in the home, was traditionally handled by the family with the assistance of “mortuary specialists”. After the body was bathed, it was wrapped in linen and decorated with sacred ashes and sandal pastel. Normally the body of a married woman would be wrapped in colored clothes and decorated with flowers and jewelry showing her married status. The body is viewed by all who wish to enter the home for that purpose. Prior to removing the body from the house for disposition, it is anointed with oils, soaps and powders. Again the immediate family is responsible for this anointing process. When rituals are completed, the body is carried without the use of a coffin to the cemetery or cremation site. Cremation is the preferred means of disposition. Cremation is a sacrament in the Hindu religion. Hindus believe that the soul never dies, but passes through a series of lives in different bodies. The soul is trapped in the skull and has no to be released from the body with the help of fire. Cremation is a religious act and sacred texts are chanted while the body is burned. The oldest male relative walks three, five or seven times around the pyre holding a burning piece of wood and then lights the pyre. When the heat of the fire breaks the skull, the relatives leave the pyre to be tended by professional burners. On the third day, the ashes are collected and taken to a river to be dispersed. This frees the soul allowing it to be reborn in another life.

Preparation of the Remains: Unlike the practice in eastern countries, the family will not be responsible for the preparation of the body in the United States. Here the funeral home will handle the preparation to whatever extent the family wishes.
Dressing and Casketing: The clothing will usually be provided by the family. Many of these individuals still prefer to wear their native clothing. However, the clothing may be more of a reflection on the nationality of the deceased, rather than on the fact that he or she was Hindu. Generally, the casket chosen is an inexpensive one, whether it be made of metal or wood. One reason, cremation is often practiced and no casket is used. Hindus believe that death is only a transition from life to another.

Visitation: In a community where there are few Hindu, the visitation and funeralization may take on a very western flavor and be similar to any other such service. If on the other hand there are many Hindu in the area, it might be expected that the visitation and funeralization will take on a more eastern flavor. The visitation period, still held in the funeral home, would most likely be of a shorter duration.

The Funeral: In most instances a Hindu funeral held in the United States will take place in the funeral home. The priest will lead the service which will include prayers and chants. The use of candles and incense may also be observed. While they mourn for this individual, they do not approach death as the final experience to a physical life.

The Committal Service: Since cremation is very much a part of the Hindu custom, it is often the choice for disposition. However, earth burial is also acceptable and used extensively in some areas. The family takes an active role. When the cemetery or crematory is near the location of the funeral service, the family will even lead the procession. The family members will not only carry the body to the retort chamber, but will also place the body inside the chamber and initiate the cremation process.

The Jehovah’s Witnesses Funeral

Jehovah’s Witnesses’ refusal to accept blood transfusions, their refusal to salute the flag of any country, and their claim for exemption from participating in the armed services, are decisions which are based on their literal translation of the Bible and its applicability in today’s world.

Preparation of the Remains: Embalming is often the method chosen by the family for the preparation of the remains.

Dressing and Casketing: Decisions as to the clothing to be worn by the deceased and the type of casket to be used are also left up to the family.

Visitation: Visitation and viewing of the body are accepted as part of the normal funeral procedure. The visitation will normally be held in the funeral home and will be similar to most visitation periods held in that community.

The Funeral: The funeral service may be held either in the funeral home or in the Kingdom Hall. The casket would be placed in the usual manner at the front of the funeral home chapel or Kingdom Hall and parallel with the seating. There is no formal processional as the casket is generally closed and positioned prior to the service beginning. The use of flowers in the Kingdom Hall is permitted. The use of a recessional will depend on the customs of the area and the preferences of the officiant. The service is simple, with no religious items such as palls, crosses, candles, etc. being used. There are no other participants, such as altar attendants used to assist the designated officiant of the service. A Jehovah’s Witness funeral will normally take no more than thirty minutes and is centered around the reading and discussion of scripture. The music used will normally be organ music with no actual singing, and will come from the Jehovah’s Witnesses’ own hymnal.
The Committal Service: Earth burial and cremation are the two most common means of disposition practiced by members of the Jehovah’s Witnesses. The committal service will last only a few minutes with a short scripture reading and a few words spoken by the officiant concluding the service.

The Jewish Funeral

History: The Orthodox, Conservative and Reform (sometimes referred to as the Liberal) Jews each bring with them a number of customs and traditions both in their everyday lifestyle, as well as in the way they honor their dead. The basic differences among these three groups lie in the amount of tradition they continue to practice in their lives today.

Orthodox Jews maintain most of the same traditions that have marked the Jewish religion for the past 3,000 years. The Reform Jews have kept only the moral laws and those which they feel adapt to modern civilization. The Conservative Jews fall somewhere in between, following the dietary laws and the traditional celebrations. Because of some very different practices in regard to the funeral service among these three groups, it may be necessary to devote more time in explaining these differences than has been necessary with many of the other religious bodies.

The Jewish Sabbath (Shabbath) is observed on Saturday. For the Orthodox Jews this day is strictly observed. No business dealings are to be conducted on this day. No work is allowed, no writing, and even travel is forbidden. While the Reformed and Conservative Jews also observe their Sabbath on Saturday, the same restrictions as to work, travel, etc. may not be as strictly observed.

Notification of Death: The Rabbi should be notified if the deceased was an Orthodox Jew. However, if the deceased belonged to the Reformed or the Conservative Jewish synagogues, you might find that the Rabbi prefers to be notified after the removal has taken place.

Making the Removal: There are no restrictions when making a removal of a deceased Reformed or Conservative Jew. However, if the deceased was an Orthodox Jew and the death occurs on the Sabbath (from sundown Friday until sundown Saturday), the removal should not be made until the sun has set on Saturday, marking the end of the Sabbath. Obviously, there are situations, the civil laws would supersede the Jewish laws and the removal would be made. If the death does not occur during the time observed as the Sabbath, then there are no restrictions in place for any of these three groups.

Preparation of the Remains: For the Reform or Conservative Jews, there are usually no religious restrictions concerning the preparation of the deceased, including embalming. However, since some Reformed and Conservative Jews will follow the Orthodox traditions, it is important that the funeral home staff maintain close communications with the family and the Rabbi to prevent unnecessary problems from occurring. If the deceased is an Orthodox Jew, embalming is usually not allowed. The reason for not embalming the body is a religious one. The Orthodox Jews believe that nothing should be done which would delay the return of the body back to the original elements it came from. Exceptions, such as the necessity to transport over a long distance or by common carrier, a lengthy delay between the time of death and the funeral service, or when death takes place on the Sabbath, may make refrigeration of the body or embalming necessary. However, whenever possible, the Jewish law should be followed.

If the deceased is an Orthodox Jew, the role of the funeral director in preparing the deceased is almost non-existent. Once the removal has been made to the preparation room, the funeral director will notify the Rabbi. The Rabbi will then notify the Chevrah Kadisha who will come to the funeral home to prepare the remains. The Chevra, commonly referred to as the “washers” by laymen, are a group of men or women, depending upon the sex of the deceased, who have been
trained in the Taharah, the ritual of washing and preparing the body for burial. This ritual includes a physical washing, dressing the deceased in a Tachrichim, a white burial shroud, and placing the deceased in the casket. During this ritual, prayers are also said and a bag of Israel earth is placed under the deceased’s head.

Dressing and Casketing the Remains: An Orthodox Jew is dressed in a Tachrichim, a white linen shroud for burial. This shroud covers virtually the entire body with only the face visible. It is, however, customary that even the family not view the deceased after the body has been placed in the casket.

If the deceased died as the result of trauma, any clothing which the deceased might have been wearing and which as a result had blood on them, should be kept and placed in the casket with the deceased. If the deceased were embalmed, the blood should be collected in containers, sealed and placed in the casket with the deceased. This is due to the belief that the blood contains the individual’s soul.

The Orthodox casket is known as an Aron. This casket is made completely out of wood, even to the extent of having pegs instead of nails. Oak and pine seem to be very common. The Star of David or Mogen David, the symbol of new hope for the Jewish people, is usually attached to the lid of the casket.

Reform or Conservative Jews will be dressed in their own clothing. The family is not restricted as to the type of casket they can choose from. The Star of David may or may not be attached to the casket in this case.

Visitation: If the deceased is Orthodox, it is possible that no visitation would be held, or that the time would be only a matter of hours. This is due to the tradition of having the burial within 24 hours from the time of death. The fact that the casket would be closed also decreases the possibility of the traditional visitation as members of other religious bodies think of it. A pall with the Star of David may drape the casket and a Menorah (candelabrum) may be placed at the head of the casket. In some areas, one or two vigil candles may be substituted for the candelabrum. No flowers or music would normally be present. Having a shomrim to watch over the body is still observed. This is an age-old custom of not leaving the body alone prior to the burial. If the body was to be held until the following day, the shomrim would sit with or near the casketed remains all night, reading and reciting prayers.

If the deceased belonged to a Reform or Conservative congregation, it is possible that a visitation period would be held. In these cases, the deceased would be embalmed, dressed and casketed. The visitation, with an open casket, flowers and music, similar to that of other religions may be held.

The Funeral Service: At one time funerals for the Orthodox were held only in the funeral home or at the gravesite. Today, some funerals are being held in the synagogue. No services are held on the Sabbath (Saturday).

Prior to the funeral service, the family will participate in a ceremony known as K’riah. This custom of rendering or tearing of one’s clothes symbolizes one’s grief. Today, many families wear a black ribbon, which they will tear instead of an article of clothing. This K’riah is worn for 30 days following the funeral, during a period of mourning known as Shloshim.

The Rabbi, assisted by the Cantor, leads the funeral service, which is generally very brief and is made up of the reading or chanting of psalms, a memorial prayer called the El Mole Rachamim, and a hesped, the eulogy honoring the deceased. No music or flowers are present and no fraternal ceremonies take place. Men attending an Orthodox funeral are expected to wear a yarmulke and many will wear a prayer shawl called the tallith.
The Conservative or Reform Jewish funeral may also be held at the synagogue, funeral home or gravesite. The Conservative or Reform funeral service cannot be held on Saturday. Unlike the Orthodox funeral, flowers and music may be a part of these services, although often they are not. If the casket had been open for visitation, it is closed prior to the service beginning. The Rabbi and Cantor lead the service. Men attending the service will generally wear the yarmulke.

The Funeral Procession: In the Orthodox tradition, if the funeral service was held in the synagogue, the funeral procession (levaya) will proceed directly to the cemetery. However, if the service was held in the funeral home, the procession may stop at the synagogue. If this occurs, the funeral coach will pull up to the doors of the synagogue. While the family, friends and pallbearers remain in their cars, the doors of the synagogue and the funeral coach will be opened. The Rabbi and Cantor will have a brief prayer prior to the doors being closed and the procession moving on to the cemetery. This provides the deceased with their last contact with the synagogue. Ordinarily, the procession for Reform or Conservative funeral services does not stop at the synagogue.

The Committal Service: The Rabbi, followed by the pallbearers, may stop several times while on their way to the gravesite. Some Orthodox still follow the practice of lowering the casket into the grave using the hand straps rather than any type of mechanical lowering device. While earth burial or entombment are the primary modes of disposition, in some cases cremation may be allowed by the Conservative or Reformed Jewish religions. The Orthodox Jews use only earth burial.

Periods of Mourning: A unique characteristic of the Jewish religion as it relates to death is their observance of several periods of mourning. Each of these time periods require the family of the deceased to refrain from certain activities:

Shiva: The Shiva marks a seven day period of intense mourning beginning on the day of the burial. During this period of time, the family members are encouraged to stay away from work or school, to remain at home, and to contemplate the meaning of life and the manner is which adjustment will be made to the death of the beloved. The mourners are discouraged from any act which will call attention to themselves, even to the extent of covering all of the mirrors in the home. The family will often sit on Shiva stools, which are low to the ground, in order to humble themselves while they contemplate life following the death of a loved one. Services are to be conducted in the morning, afternoon and evening during this time and a Shiva (7 day) candle burns throughout this period.

Shloshim: The Shloshim mourning period is a thirty day period in which the mourners begin a return to their normal routine, with the exception of attending any type of entertainment or social functions. The family continues to wear the K’riah, but the services held in the home during Shiva are now replaced with the daily recitation of the kaddish, a Jewish prayer recited at the daily service and by mourners after the death of a relation, at the synagogue.

Shanna: Those who are mourning the loss of an immediate family member continue their mourning period for eleven months after Shloshim. During the Shanna the attendance at daily services to recite the kaddish continue as well as the abstaining from celebrations during that year.

Yahrtzeit: The Yahrtzeit commemorates the anniversary of the death. Each year on that date, the kaddish is recited. The Jewish community places great emphasis on their duty to assist the family not only in the burial, but also in the recovery from their loss through the various mourning periods.

The Lutheran Funeral
Dressing and Casketing: The decisions as to the clothing to be worn and the type of casket to be used are left up to the family.

Visitation: In most cases, the visitation will be conducted at the funeral home. The open casket is the focal point, with the flowers, music and friends completing the memory picture. There are generally no services held during the visitation period.

The Funeral: Traditionally, the Lutheran funeral service was held in the church. Today, there seems to be a shift away from the church funeral in favor of the funeral held at the funeral home. The use of the cross, candles, and altar are still very much a part of the Lutheran service. In most cases when a funeral service is held in a Lutheran Church, the casket will be closed for the funeral service. To view the deceased, it is a common practice to have the casket open before the service in the narthex.

The Committal Service: As part of the Committal Service, the Pastor will sprinkle sand, earth or flower petals in the shape of a cross on the top of the casket as he notes the return of the physical body back to the elements from which it came. The Lutheran Funeral Service is a simpler version of the Catholic Funeral Service.

The Methodist Funeral

Dressing and Casketing: The choice of clothing the deceased is to wear as well as the type and style of casket will generally be selected either prior to or at the time of death by the family.

Visitation: In most instances, visitation will take place in the funeral home. Flowers are accepted and enhance the visitation environment.

The Funeral: The location of the funeral will in most cases have very little effect on the actual funeral service. The use of candles, crucifix, and similar religious equipment would not be used. The funeral service is normally short, lasting no more than thirty minutes in most cases. The celebration of Holy Communion is normally not a part of the service. Prayer, scripture reading, music and the eulogy make up the traditional service.

The Committal Service: Earth, sand or flower petals may be used as part of the Committal Service, as the minister commends the body to the earth and back to the elements from which it came.

The Mormon Funeral

The largest body of The Church of Jesus Christ of Latter-day Saints, the “Mormons”, are headquartered in Salt Lake City, Utah, and number over four million members in the United States. (The Reorganized Church of Jesus Christ of Latter-day Saints, not a part of the Mormon Church, headquartered in Independence, Missouri, claims over two hundred thousand members.) The Mormons do not recognize professional clergy among their ranks. Those who take up this calling serve for unspecified periods of time and without compensation. One of the unique characteristics of the Mormons is the involvement of the young men and some young women in Church missionary service for a period of up to two years each.

Dressing and Casketing: Decisions as to the clothing to be worn by the deceased and the type of casket to be used are left up to the family. A deceased Mormon who has previously
participated in Temple Ordinances, which is an instructional process within the Church, would usually be dressed primarily in special Temple clothing. Otherwise, their clothing will be chosen by the family.

**Visitation:** Visitation could be held in a Church ward chapel, the family residence, or the funeral home. No special services are held during this time.

**The Funeral:** The funeral service for a deceased Mormon will generally be held in a Church ward chapel, the funeral home, or at the cemetery as the family prefers. The Church attempts to follow the wishes of the family as to the type of service they would like, but the funeral service follows the same format as the other Church meetings. A viewing may be held immediately before the service in an adjoining room; however, the casket should be closed before being placed in the main chapel and remains closed for the funeral service and is not opened afterwards.

**The Committal Service:** The Mormon Church prefers earth burial as the method of disposition for its members in the United States, although entombment in a mausoleum is permissible. (The primary difference in the area of funeralization of a member of the Reorganized Church is the allowing of cremation as a method of disposition.)

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**The Moslem Funeral**

The Moslem religion means “submission to God” and those who have accepted the teachings of Mohammed have embraced that saying. Black Muslims are not recognized by the Moslems as true followers of Mohammed.

**Notification of Death:** The funeral director is not expected to notify the Islamic religious leader at the time a death occurs. Members of this community spend time reading to the dying person.

**Making the Removal:** The removal is no different than the removal of any other deceased. The civil laws and regulations governing the facility in which the person died make up the basis for determining the removal. While there are instructions to the family in the Koran as to the positioning of the deceased after death, the funeral director may or may not find that these instructions have been followed.

**Preparation of the Remains:** Generally, after the deceased is removed from the place of death, the body is taken to the funeral home where the funeral home staff will, with the permission of the family, embalm the body. After the body is embalmed, and just prior to the visitation period and funeral service, members of the family will come to the funeral home where they will wash the body. This ritual of bathing the deceased is known as Ghusl. According to the Koran, the steps in the bathing of the dead include:

1. Washing the private parts of the dead three times, using a new piece of cloth each time;
2. Washing the mouth of the dead with a piece of unused wet cloth;
3. Cleansing the nostrils with a piece of unused wet cloth;
4. Washing the face of the dead;
5. Washing the right hand then the left hand;
6. The ma-sah is performed;
7. Washing the right foot then the left foot;
8. Washing the entire body from head to foot.

**Dressing and Casketing:** Once the deceased has been washed, the family (or funeral home staff) will dress the individual by wrapping them in muslin material. Several pieces of this white cotton material are used to encompass the body so that only the face and hands of the deceased are visible when completed. The casket is usually the simplest wooden casket available,
including the cloth-covered woods. The use of a casket in a Moslem funeral is unique to the United States. In other countries, the dead are buried in the white muslin material they are wrapped in without a casket.

**Visitation:** The visitation period is usually restricted to one hour. All of the family are in attendance during this time and the casket is open. This would normally be held at the funeral home.

**The Funeral:** Most Moslem funerals are conducted at the cemetery. Funerals may be held on any day except Holy Days. The casket is carried by the male members of the family only and is placed as much as fifty feet from the actual place of interment. The casket is placed north and south with the head toward the south and facing east. The casket is opened for the funeral service, which will take approximately twenty minutes. The funeral prayer is called the Janaazah Namaaz. All prayers to Allah are done in public by the men only.

**The Committal Service:** At the conclusion of the funeral service, the casket is lowered into the grave. If the cemetery is a perpetual care cemetery a concrete grave liner is most likely used. If the cemetery is not a perpetual care cemetery, a series of wooden timbers may be placed around the casket. Once the casket is lowered into the concrete grave line, the cap of the casket is removed and the lid of the grave liner is put in place. The cap of the casket is then placed on top of the concrete grave liner. If final disposition is to be cremation, the male members of the family will place the deceased in the retort chamber. Women are instructed to mourn for four months and ten days. During that time they are to dress plainly and are forbidden to participate in any type of entertainment. Men are obstructed to mourn for only three days.

**The Presbyterian Funeral**

**Dressing and Casketing:** The physical preparation of the body would conclude with the dressing of the deceased, generally in their own clothing or in clothing purchased by the family. The casket would be a decision of the family without influence or restrictions from the Church.

**Visitation:** A visitation period is normally held prior to the funeral service with the various decisions such as location, hours and any services to be held in conjunction with the visitation to be determined by the family. Auxiliary services such as a Masonic Service may be held during a portion of the visitation.

**The Funeral:** There are no restrictions as to the day on which a funeral service may be held. It is suggested that the casket be closed during the service and that the casket be covered with a pall. With strong emphasis placed on the Resurrection in the Presbyterian Church, a plain cross instead of a crucifix is used. The funeral service would begin with the reading of scripture, followed by the singing of hymns, additional scripture, a sermon, the reciting of the Affirmation of Faith and the closing of the service with the saying of prayers.

**The Committal Service:** The actual time of the committal service is very brief. The service will usually consist of a scripture reading, words committing the body to the earth as well as to the care of God and a closing prayer.

**The Quaker Funeral**

The Friends General Conference is the group whose practices are most often identified as Quakers. Quakers worship in an environment of silence. The congregation is divided with men and boys on one side of the “Meeting House” and women and girls on the other side, with no
minister, but an “overseer” to lead the worship. The Friends United Meeting have ministers who lead the worship service and congregational singing. An observer would probably believe that they were in a typical Protestant Church. The primary difference between this group of Quakers and most Protestant churches is in the observance of sacraments. The Quakers believe in the baptism of their members but do not use water. They also refrain from using the traditional elements of bread and wine in observing Holy Communion, opting instead for an individual and "spiritual communion" with God.

Preparation of the Remains: A simple funeral service with the body present is appropriate. In most cases the body would be prepared through the normal embalming procedures. There are no Church restrictions or requirements as to the preparation of the remains.

Dressing and Casketing: The choice as to the type of clothing the deceased is to wear and the type of casket to be used are left entirely up to the family.

Visitation: The visitation is usually scheduled at the funeral home. There are no special services held during the visitation period. The use of music and flowers are generally acceptable. The decision as to whether the casket is to be opened or closed during the visitation period is left up to the family.

The Funeral: The funeral service is very similar to many of the Protestant Churches funeral services. There are no religious symbols, such as crosses, crucifix, or candles. Nor are altar attendants used in a Quaker service. Flowers would be acceptable and are generally present. The casket may be opened or closed depending on the wishes of the family and the practice of the church. The funeral would consist of prayer, music, scripture readings, a eulogy, and the minister’s message or sermon. The funeral service would normally last no more than half an hour.

The Committal Service: There are no guidelines or church preferences as to the method of disposition. The committal service consists of scripture reading and prayer. No symbolic rituals such as making the sign of the cross with flower petals or sand takes place.

The Roman Catholic Funeral

Notification of Death: The “Last Rites” are given to individuals of the Roman Catholic Church who may be facing imminent death or who have in some instances already died. The need for a priest to administer this ritual of preparing the soul for eternity necessitates the informing of the priest prior to the time of death or at the time of death. Usually this is taken care of by the family or, in some cases, the staff of the hospital, nursing home or other health care institution the individual may be receiving care in at the time of their death.

Visitation: On each end of the casket, candles should be placed. A crucifix is placed behind the casket and a kneeling bench is placed in front of the casket. A Rosary or Christian Prayer Service is usually held at the funeral home the night before burial.

The Funeral Mass: The Mass of Christian Burial for adults and Mass of Angels for a child are generally held in the Church. There are certain “Holy Days” on which a funeral mass may not be conducted. You will also find that a funeral will not be held on Sundays. Secular symbols such as national flags or insignias of other associations should be removed prior to entering the Church and replaced when leaving the Church. Religious symbols such as a crucifix, rosary beads, or a Bible may be placed on the Pall during the mass.

The Committal Service: Not only will the priest who celebrates the funeral mass go to the cemetery, but the altar attendants may also be included. The committal service at the cemetery
will begin with a processional from the automobiles to the grave space. The committal service will include prayers, scripture and liturgical readings and the blessing of the casket for a final time.

ETHNIC/NATIONALITY RITES AND RITUALS

The African American Funeral

Their community gathers in anticipation of the death to support the dying person as well as to muster collective support (emotional, financial) for the survivors. Vigils, wakes, funerals and post-funeral events are important traditions. The more important, honored, and esteemed the deceased, the larger the gathering of mourners. The hardiness of survivors underscores the importance of social support systems as a critical resource in the adjustment and survival of grief, trauma and loss.

Dressing and Casketing: According to transcendence view, it is the responsibility of the living to carefully and respectfully care for the dead. Close kin are given the honor of assisting with burial preparation (preparing the body, making the casket, digging the grave). Because a natural appearance and likeness of the loved one create less trauma for survivors, the reputation of the funeral home became dependent upon the funeral director’s skill in restoring the likeness of the loved one, pricing, services and care of the remains. African Americans prefer to use African American funeral directors.

The Funeral: African American funerals are often delayed for several days after the death until family and friends gather. Funerals in the African American subculture have come to represent a posthumous attempt to achieve dignity and esteem denied and limited in a culture where people often are treated with minimal respect. Funerals attempt to affirm one’s self and achieve some measure of positive self-identify, if only posthumously. The funeralization process and rituals, as well as final disposition, are important in honoring the soul of the deceased. The belief in transcendence to the spiritual world is commonly held. Since they mirror death as an integral part of life, they reflect attitudes that are more “death accepting” than Western culture. They practice a “home going service”, i.e. passing babies over the casket and naming a baby after a departed loved one. These ceremonies may go on for hours. Most traditional African American funerals are officiated by African American clergy in churches. African American funerals tend to be spontaneous and lengthy. Emotionalism of African American funerals supports evidence that cathartic release and externalization of feelings is more healthy and beneficial to grief recovery than suppressing feelings. African Americans believe in the value of the responsible care of the dead and regard funerals and “primary rituals” worthy of considerable personal and monetary investments.

The Committal Service: Most African Americans prefer ground burial.

The Native American Funeral

The Native American Funeral can vary greatly between tribes, villages, and clans. Many Native Americans have given up their funeral rituals to simply follow other religious beliefs addressed in this document. The following is an example of funeral concerns for a clan within the Hopi Tribe.

Preparation of the Remains: Embalming is not often necessary; however, a medicine man or woman is notified to do a cleansing of the body. It is custom to have the body buried as quickly as possible, always before the third day following the death.
**Dressing and Casketing:** Decisions as to the clothing to be worn by the deceased and type of casket to be used are left up to the family.

**Visitation:** Visitation varies from village to village, as some clans do not believe in holding a wake.

**The Funeral:** Traditionally, no funeral service is held.

**The Committal Service:** Ceremonial hair washing is done by the deceased’s aunts at the gravesite. This is done by stroking the hair of the deceased with the mother corn or white corn. Preparation of the gravesite is done by male relatives and the body is placed in the chamber by four or five male relatives. On the fourth day following the death, a male of the tribe places food and prayer feathers on the grave. The food symbolizes energy needed for the deceased’s journey to the after life and the prayer feathers assure the deceased a safe journey.

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**The Far Eastern Funeral**

While most groups of immigrants settle in cities, the Hmong, a group of people displaced by the conflicts in Vietnam, Laos, and Cambodia, are a notable exception. Their agricultural background has led them to some unusual immigrant destination; Wausau in Central Wisconsin, for example.

**Preparation of the Remains:** Hmong would prefer the body not be embalmed.

**Visitation:** Two nights of visitation is preferred.

**Dressing and Casketing:** Family members dress the body. Six to twenty survivors will come to the funeral home for dressing the body and ceremonial wailing. They may bring a 50 gallon oil drum with a shower curtain stretched taut across the top on which they beat from morning until night. The tone of the drum may suddenly change and then liquor is offered to select people. A glass of liquor may even be placed in the casket should the deceased get thirsty on the way to see his or her ancestors. A survivor dances under a tripod while playing a large reed horn. Artifacts may be placed around the casket.

**The Funeral:** Service may be held at any time, preceded only by an announcement that the family is ready to proceed. Slaughtering of animals is part of the tradition.

**The Committal Service:** Closing of the grave is sacred to Hmong. After burial, they return to their homes.

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**The Filipino Funeral**

**The Funeral:** Funeral services are typically Roman Catholic combined with ethnic traditions. Ceremonies typically last several days. Filipinos do not enter the chapel unless a funeral director accompanies them.

**The Committal Service:** Lowering of the casket is always witnessed. To signify the passing of generations, the youngest child in the family is sometimes handed across the grave. Many photographs and/or videotaping of the funeral services and burial are taken to prove to those unable to attend that a loved one was given a proper service.
The Haitian Funeral

**The Funeral:** Haitians may have to have the body “held” for many days while family, friends, and money are gathered for the funeral. This may also be a necessity to obtain visas for family members that are out of the country. Haitians also remember the dead and have a strong sense of their ancestors. They believe the dead speak to them in dreams and that they, therefore, must have a proper funeral. Haitians never expect death, even suspecting foul play when an old person dies of natural causes. Even though death is unexpected, death is a part of daily living for Haitians and their extended families. Upper class Haitians mourn just like Anglos, and poor Haitians from rural areas are very emotional. They cry loudly, are demonstrative, pass out, and even throw themselves at the coffin.

**The Committal Service:** Haitians wait at the cemetery until the last shovel full of dirt is thrown. They always fear the funeral director may steal the casket so they may jump on it to dent it up at the last minute. The emotionalism is also part of their grief resolution. Santeria or voodoo customs are common among Haitians.

The Mexican and Central American Funeral

Among Mexicans, death is culturally viewed as punishment; religiously it is viewed as rebirth. Culturally, Mexicans believe that in the afterlife they have the ability to observe what is occurring in this world; religiously, they view death as a union with God. Ceremonies are usually Roman Catholic.

**Dressing and Casketing:** The body of the deceased is the focal point of the funeral. The casket is open, there is little cremation, and organ donation is rare. Viewing is a must, and the body is dressed in the best, new clothing. Mexicans are very aware and comment on the quality of the casket.

**Visitation:** The visitation and funeral is a three day affair. Anything less would be a breech of social convention.

**The Funeral:** The funeral is usually at a church. The immediate family is closest to the grave with the extended family nearby. A week long recitation of rosaries is common as well as anniversary observances. The family can consist of many, many people. Paperwork may be needed to get three day visas to come to the United States for the funeral. The key to arrangements is to contact the consulate of that country for instructions. Mexican immigrants traditionally resist prepayment plans since they feel death will be brought closer. There is increased emotionalism, more emphasis on family, and more direct help from friends.

**The Committal Service:** Friends may actually dig the grave, do housework or prepare food for the bereaved. Santeria, the practice of a type of voodoo, may follow a traditional service in a funeral home. This is marked by special salsa music performed by musicians wearing tuxedos with long coats, gloves, and sunglasses.

The Polynesian Funeral

Polynesian beliefs are a mixture of Protestant Christianity blended with Polynesian nature oriented practices. All aspects of their lives are influenced by the tribal structure of their society.
**Dressing and Casketing:** Following a series of family meetings, the first Samoan service will feature the dressing of the body by women of the tribe. Customs include draping the casket or surrounding it with fine mats of hand woven grass or leaves, and placing prized family possessions in the casket. The body is covered with a veil, a tradition followed by the need to keep off insects in Samoa.

**The Funeral:** There is typically a week to ten day wait between the time of death and the burial so that all members of the family and tribe can attend. There will be an informal family service. Music is very important to the Samoans. More structured ceremonies called laeos follow with ministers and representative of other tribes participating.

**The Committal Service:** Before the casket is closed, the spouse or oldest child puts perfume over the body. Samoans feel they must witness the actual burial. They throw flowers while singing. A funeral is not always a mournful occasion for them.

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**The West Indies Funeral**

In the last twenty five years, Florida’s West Indian population has swelled.

**Making the Removal:** An unusual Cuban custom is called an all night repose, traditionally arranged to assure that the person is actually deceased. This custom has been modified in the United States, and now some reposes only last until midnight.

**The Funeral:** Cubans want traditional funerals with metal caskets and lots of flowers. Everyone goes to the cemetery. Cubans insist on staying at the cemetery until the vault is sealed and the grave is filled in. Puerto Ricans are also more apt to take children of all ages to funerals than are Cubans. Jamaican funerals are barely distinguishable from those of native born Americans.

**The Committal Service:** There has been a gradual increase in the acceptability of cremation.

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**MILITARY/FRATERNAL RITES**

**The American Legion Funeral**

The American Legion involvement in a funeral service is generally limited to those events following the dressing and casketing of the remains.

Dressing and Casketing: The only consideration which might affect the dressing of the deceased would be the wearing of American Legion clothing.

Visitation: A flag will usually be present, either on the casket over folded and displayed nearby. If the deceased is not dressed in an American Legion uniform, the hat or other signs of membership may be displayed.

The Funeral: In most cases the American Legion service is conducted at the graveside. A total of twenty one individuals are used in the American Legion funeral. Following the service, the playing of taps and the twenty one gun salute would take place. The funeral home staff should be prepared to participate in the folding of the flag.
The Masonic Funeral

Dressing and Casketing: Normally a white lambskin apron, symbolizing membership as a Mason, is placed on the deceased. A sprig of evergreen is also usually fastened to the lapel of the deceased’s coat.

Visitation: The funeral director will need to schedule the Masonic Funeral Service during some portion of the visitation period. The religious officiant will want to separate the Masonic Service from the religious portion of the funeral service.

The Funeral: It is important that the funeral director be aware of these preferences and establish a good rapport with not on the clergy but also the leaders of the fraternal organizations to ensure a smooth and meaningful funeral service for the family. If the funeral service is to be held at the funeral home, the religious funeral service will be held first with the Masonic service following thereafter. If the funeral service is to be held in the church, you will most likely find the Masonic service held at the cemetery.

The Committal Service: Members will wear white gloves, their white lambskin aprons and a sprig of evergreen on their lapels. The white lambskin apron worn by the deceased may be left in place or may be placed on the casket during the service. A minister representing the deceased’s religious denomination will normally have a scripture reading and prayer before turning the remainder of the service over to the Masons.

The Military Funeral

Eligibility and availability of the appropriate military funeral detail and status (retired or active) of the deceased play major roles in the funeral. Some may not be entitled to a military funeral, but will be eligible for such benefits as a United States flag, a government headstone, or burial in a National Cemetery.

Eligibility: A complete or graveside military funeral service is available for any active member of the armed forces. If the deceased was no longer an active member, the family would need to contact the branch of service the deceased had belonged to and request that a full or partial military service take place. The funeral director will be responsible for working with the military funeral detail to coordinate the funeral service.

Preparation of the Remains: The military would play no role either in determining the extent or the method to be used in preparing the deceased. If, on the other hand, the funeral director is preparing a deceased on behalf of the armed forces, especially by means of a military contract, the stipulated embalming requirements should be closely followed.

Dressing and Casketing: It is possible that the dressing and casketing of the deceased, could come under the auspices of the mortuary affairs unit of the armed forces. If the deceased was still on active duty, the deceased would be dressed in his or her military uniform and placed in a casket provided by the government. If the deceased was a veteran, the task of dressing and casketing the remains would generally fall to the funeral director. The funeral director would be responsible for dressing the deceased in the clothing provided for or chosen by the family and placing the deceased in the casket.

Visitation: One noticeable difference for an active member of the armed forces would be the representatives from the branch who would serve as an honor guard during the visitation period. The presence of a United States flag would also serve to remind all who attend the visitation of
the deceased’s service to his or her country. The flag would be used to drape the casket when it is closed. For the open casket, the flag covers the bottom portion of the casket or it can be folded into a triangle and displayed in the head panel or on a nearby pedestal.

The Funeral: The full military funeral could be held at the funeral home, the deceased’s place of worship, a cemetery chapel or even a public facility such as an auditorium or similar type of building. A full military funeral service will combine the religious and fraternal with the military service.

The Committal Service: The military funeral detail may include: the band, escorts, consisting of a bugler and members of the firing party, a chaplain, casket bearers and members of the color guard. The chaplain will proceed with the scripture readings and prayers. The service includes the twenty one gun salute, the playing of taps and the folding of the flag. The military funeral concludes with the flag being presented to a member of the family by the commander of the military detail.

POLICE RITUALS AND CUSTOMS

BAGPIPE MUSIC: One of the time honored views the public identifies the fallen police officer with are the bagpipes. Although the bagpipes are more known as an export from Scotland, the Irish transformed the bagpipes into an Irish American tradition and a public safety tradition. In the middle ages, the bagpipes were a revere musical instrument played in both Scotland and Ireland and they were used to rally the troops into battle, usually against the British. The fighting factions in Celtic lands used the bagpipes to assemble the troops just as the United States Calvary used the bugle. The English outlawed the bagpipes in Ireland (1366) and declared them an “instrument of war”. Anyone caught playing the bagpipes or harp was put to death. The bagpipes were also used during the funeral ceremonies when burying their fallen countrymen.

In the early days in America when a police officer or firefighter was killed in the line of duty, the Irish forefathers within these departments ensured that their fallen brothers were buried with full honors. In keeping with Celtic tradition, the Irish in America would play “the pipes” to bury their fallen. Today, that tradition transcends ethnic, racial and religious lines and the bagpipes are played at most police and fire funerals. With more than 25% of the names on the National Law Enforcement Officers Memorial being of Irish decent, the Irish have made the playing of the bagpipes a part of the fabric of America and the bagpipes are institutions in many police and fire departments across the United States.

BLACK BANDS OVER BADGES: Black arm bands were worn as a symbol of mourning for hundreds of years and we believe law enforcement simply adopted that ritual as well. The black band over the shiny gold badge was a very noticeable symbol of mourning when a police officer died. The usual length for wearing this mourning symbol is 30 days. (It is suggested this be a “thin, elastic band” so the shield number can still be seen by the general public.)

BLACK SHROUDS OVER DOORWAYS OF POLICE BUILDINGS: People used to shroud their home doorways when a family member died. This custom, too, we believe was simply adopted by law enforcement. Again, this mourning symbol can be displayed for a 30 day period.

FLAG DRAPE COFFIN: While this rite is supposedly reserved only for persons who have served in the military many police departments drape officers’ coffins with the American flag since we know law enforcement protects our citizens on our home lands. It is truly a heartfelt show of concern for the surviving family if two American flags can drape the coffin and one is presented to the surviving spouse with the other being given to the surviving parent(s). While it is customary
that only one flag be presented at the burial, there is nothing keeping an agency from presenting a second flag at another time to other family members.

Additionally, flags that have flown over the United States Capitol in Washington, DC, are available through you Congressional representatives. You may request a flag to be flown over a specific day and a certificate will accompany that flat stating it was flown over the Capitol for the purpose you requested, i.e., "This flag was flown over the Capitol of the United States in memory of Officer James Smith who was killed in the line of duty on October 12, 1996."

**FLYOVERS WITH HELICOPTERS OR AIRPLANES:** Flyovers are again a military funeral salute to their fallen. Normally used at funerals where the officer was a helicopter/airplane pilot or a member of a SWAT team that used their air vehicles, this ritual was again adopted from the military.

**HONOR WATCH:** Out of a show of respect for the fallen, law enforcement agencies have stood 24 hour watch over their dead just as military have. With large majorities of military trained personnel leaving the service and becoming police officers, this is another adopted custom from the military.

**LOWERING OF FLAG:** The American flag is usually lowered for a 30 day period when a government official dies. Again, law enforcement has adopted this ritual since the profession believes it serves as the last defense between chaos and order.

Federal legislation allows the American flags on all government buildings to be lowered on May 15th of each year, National Peace Officers’ Memorial Day. Some states have also passed this same bill to allow State flags to be flown at half staff on May 15th.

**21 GUN SALUTE:** Again, a ritual of the military, we believe law enforcement took on this ritual believing there is a “war” against crime.

**RIDERLESS HORSE/MOTORCYCLE:** Again, another borrowed military ritual that probably goes back to the Civil War times.

**TAPS:** Again, another borrowed military ritual.

**PRESENTING OFFICER’S GUN TO SURVIVING FAMILY:** Knowing that many times the only immediate backups an officer has are his ability to talk himself out of trouble or his weapon, it has become custom with some police departments to present the officer’s service revolver to the surviving family. It is suggested that the weapon be altered so it is unable to fire but so that is also repairable.

*Several police organizations have rituals that include prayers during the wake and at the cemetery. Check with the surviving family to see if they are interested in a police organization ceremony prior to scheduling the ceremony with the police organization.*
I. PURPOSE

The purpose of this policy is to provide direction for the Snohomish County Sheriff’s Office to provide appropriate emotional care for the seriously injured, ill or deceased employee's family. If the incident is the line-of-duty death of a deputy, funeral arrangements are to be decided by the family of the officer with their wishes taking precedence over those of the agency.

Although this policy is intended to address the line-of-duty death or injury of deputies, many provisions, including death notification and family assistance, may be applicable to any agency employee regardless of whether or not the death is duty related.

II. POLICY

It shall be the responsibility of the Snohomish County Sheriff’s Office to provide liaison assistance to the primary family of an deputy who dies in the line-of-duty or who is hospitalized for an indefinite period of time or requires repeated and/or intermittent hospitalization because of a line-of-duty injury or systemic illness. This assistance shall include, but not be limited to, the clarification and comprehensive study of survivor benefits and emotional support during this traumatic period for the surviving family.

It is the responsibility of the subject Deputy supervisor to notify the Sheriff of the incident as soon as possible. Immediately upon notification of the incident, the Sheriff shall appoint an officer in charge (OIC), typically the involved Deputy Bureau or division commander, to coordinate all departmental functions regarding the incident.

III. DEFINITIONS:

A. Line-of-Duty Death: Any action, felonious or accidental, which claims the life of a Snohomish County Deputy who is performing work related functions either while on or off-duty.

B. Line-of-duty Injury or illness: For the purposes of this policy a line-of-duty injury or illness shall be an injury or systemic illness serious enough that hospitalization or time away from the department is ordered by a physician for an indefinite period.

C. Survivors: Primary family members of the injured or deceased deputy, spouse, children, parents, siblings, fiancé, and/or significant others.

D. Beneficiary: Those designated by the deputy as recipients of specific death benefits.

E. Benefits: Financial payments made to the family to assist with financial stability following the loss of a loved one.
F. Funeral Payments: Financial payments made to the surviving families of an deputy killed in the line-of-duty which are specifically earmarked for funeral expenses.

IV. PROCEDURES

A. Officer In Charge (OIC)

1. In order to prevent duplication of efforts, maintain order, and ensure that the process works for the benefit of the officer or his or her family, the OIC shall coordinate all office functions regarding the incident.

2. The OIC shall make assignments of tasks and responsibilities to office personnel, including Peer Support, CISD, and Honor Guard members. Those persons shall report the status of their tasks to the OIC. Office personnel shall not perform incident related tasks without the approval of the OIC unless exigent circumstances exist.

3. If the OIC does not already possess communications equipment via which assigned personnel can make prompt contact with him or her, (e.g. pager and/or wireless telephone), he or she will be provided with the necessary means to facilitate such communications.

4. Personnel appointed to the position of OIC shall be thoroughly familiar with the concept and procedures of Peer Support, CISD, the Honor Guard and other internal and/or external organizations involved in the process.

5. Personnel assigned to tasks regarding this policy shall be placed on special assignment and not available for routine calls until relieved of duty.

6. In the event the deputy has multiple families and/or an adversarial relationship exists between the families, the OIC may assign a separate liaison for each family.

B. Death or Life Threatening Injury Notification

1. The name of the injured or deceased deputy will be released by the PIO or another person designated by the Sheriff only after notification of the primary family members.

2. The notification plan will be formulated using the most recent confidential Line-of-Duty Death or Injury Information provided previously by the office.

3. If there is knowledge of a medical condition with a primary survivor, medical personnel will be dispatched to the residence to coincide with the notification along with the notifying personnel.

4. Two or more persons will always make notification. The Sheriff, his representative, and/or pre-selected persons of the Deputy choice will notify the family if time to assemble these persons exists. Delays in developing the appropriate notification team must be weighted importance of the timely notification of the primary family.

   a. If the above-suggested persons are not readily accessible, notification shall be made by a supervisor on-duty. The opportunity to get the family to the hospital prior to the demise of the Deputy is significantly more important than who delivers the notification.

   b. If the family wishes to go to the hospital, they may be transported via Department vehicle. It is highly recommended the family not drive themselves to the hospital.
c. If the primary survivors are not in close proximity to Snohomish County, the OIC shall request personal notification from a public safety agency from the locale where they are located. The OIC is permitted to assist in making transportation arrangements to Snohomish County but may not obligate travel expenses without the authorization of the Sheriff.

5. As soon as most public safety families see you, they will know something is wrong.
   a. Ask to be admitted to the house. Do not make a notification on the doorstep.
   b. Gather everyone in the home and ask him or her to sit down.
   c. Inform them slowly and clearly of the information you have on the incident.
   d. It is important to use the officer’s name during the notification.

6. If the deputy has already died, relay that information. Do not give the family a false sense of hope.

7. Notifying personnel must be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack, anger, fainting, shock, etc.

8. Notifying personnel must be reassuring to the survivors. The most acceptable comment to newly bereaved people is something such as “I’m so sorry this has happened” and “The office will do everything we can to help you through this”

C. Assisting the Family at the Hospital

1. Arrangements regarding appropriate waiting facilities for the family and fellow police officers are outlined in the appendixes of the Line-of-Duty Death and Injury S.O.P.

2. An Emergency Room Liaison (ERL) will be appointed to act as information liaison for medical personnel to the family of the deputy and fellow deputies. The duties of the ERL include but are not limited to the following:
   a. The ERL will ensure the family is updated as soon as they arrive at the hospital;
   b. The ERL will insure that pertinent information on the deputy’s condition is relayed on a timely basis. He or she shall also make the family and fellow deputies aware of hospital policy about visitation with the injured deputy and/or visitation with the body following the demise, and explain why autopsy is needed.
   c. The ERL should prepare the family for what they might see and accompany them into the emergency room.
   d. The ERL will be responsible for notifying the emergency admitting personnel that all medical bills relating to the care and treatment of the deputy should be forwarded to the appropriate agency.
      1) This will require the ERL to have essential information regarding the deputy. The deputy’s residence address and next of kin information should be omitted on the admitting form.
      2) Do not ask a family member to sign as guarantor of payment for treatment.
      3) Omit requests for any insurance information.

3. If the injuries to the deputy’s are likely fatal and it is possible for the family to visit their deputy prior to death, they should be afforded the opportunity. There is definite need to touch and hold the body while there is still life, and being present when death occurs can be comforting to the family.

4. Peer Support members will be present the entire time the family is at the hospital and should arrange whatever assistance the family may need in cooperation with the ERL.
5. The personnel who made the initial notification should be among those at the hospital.

6. Any promises, such as, "We'll promote him/her posthumously," or "We'll retire his/her badge", shall not be made to the family by any person except the Sheriff.

7. Peer Support members will make arrangements for transportation of the family back to their residence or other desired reasonable destination.

D. Support for the Family during a Wake or Funeral

1. The following services will be offered to and provided for the family unless they request otherwise.

2. Unless the family requests otherwise, Peer Support members will act as the liaison for the family. Although the liaison should know the deceased deputy and be aware of the family relationships, the liaison should not be so emotionally involved with the loss that he or she would become ineffective. The duties of the liaison shall include but not be limited to the following:
   a. **Insure the needs of the family come before the wishes of the Office;**
   b. Meet with the family and relate the duties of the liaison or allow the family to designate the person, if appropriate, they wish to perform the tasks;
   c. Meet with the family regarding funeral arrangements;
      1) Since many Deputy’s have not prearranged their wishes for the handling of their own funeral, the family will most likely need to decide all aspects of the funeral.
      2) The office should only make the family aware of what they can offer in the way of assistance if the family decides to have a Line-Of-Duty funeral.
   d. The liaison will be provided with a pager and/or wireless phone to facilitate an immediate line of communication among all personnel involved;
   e. The liaison should become familiar with all information concerning the death and the continuing investigation in order to answer family questions;
   f. The liaison will be constantly available to the family throughout this traumatic process;
   g. The liaison will ensure surviving parents are afforded recognition and will have proper placement arranged for them during the funeral and funeral procession;
   h. If the funeral is a Line-Of-Duty funeral, the liaison will ensure the family is briefed on the funeral procedure including the 21 gun salute, presenting the flag, playing of taps, etc. The family has the option of excluding any portion of the funeral procedure.

3. A command level officer or the public information officer will be designated to handle the media throughout this traumatic ordeal. In the event the family should decide to grant an interview, this officer would attend and offer to screen all questions presented to the family to guard against jeopardizing upcoming legal proceedings.

4. **In the event of a line-of-duty death, Peer Support members will ensure the home is prepared for the influx of visitors following the funeral. Food and babysitting will be provided through SCDSA when available**

5. **In the event of a line-of-duty death, Peer Support members will offer to remain at the home and screen telephone calls.**

6. **In the event of a line-of-duty death, the Peer Support team, or other office designee will provide a list of churches with seating capacities large enough to accommodate attendance at the funeral.**

7. **In the event of a line-of-duty death, department vehicles and drivers will be made available to the family if they desire transportation to and from the funeral home.**
8. In the event of line-of-duty death, Peer Support members will be responsible for providing the family access to other public safety survivors or other support groups to include but not limited to Concerns of Police Survivors, Survivors of Homicide Victims, Compassionate Friends, Parents of Murdered Children, etc.

9. The Snohomish County Sheriff’s Office will send Peer Support members or other deputies on routine residence checks by the deputy’s or survivors home for as long as is reasonable following the incident. Deputies conducting the residence checks will also inquire if any harassing telephone calls are being received.


1. A Peer Support Member, and/or Association Member and Human Resources member will gather information regarding all Office, association, and Federal benefits available to the surviving family and ensure the Office’s full support to fulfill their responsibility. The Peer Support Member, Association member and the Human Resources officer is responsible for filing appropriate paperwork and following through with the surviving family to ensure benefits are being received.

2. A Peer Support Member, and/or Association Member and Human Resources Member should visit with the surviving family to discuss the benefits within a few days following the funeral. A prepared printout of the benefit payments due the family, listing named beneficiaries, contacts at various benefit offices, and when they can expect to receive the benefit should be given to the family. This same explanation procedure should be repeated within a month following the funeral since the initial contact is clouded by the emotional numbness of the family during the first benefits meeting. A follow up will be made every six months until the surviving family receives every possible benefit.

3. If there are surviving children from a former marriage, the guardian of those children should also receive a printout of benefits to which the child or children are entitled.

4. A benefits officer should pay special attention to the problems with possible revocation of health benefits to the surviving family. Work with Human Resources to get information on continuation of benefits for surviving family members. COBRA benefits will be available up to 36 months following the death.

F. Providing Office Support During Criminal Legal Proceedings

1. If criminal violations surround the death, the family will be informed of all developments prior to any press release.

2. If there are not any court proceedings surrounding the circumstances of the deputy’s death the Office will relay that information to the surviving family as soon as it becomes known.

G. Providing Extended and Follow-up Support

2. Peer Support personnel will encourage and assist the family with obtaining peer support or professional counseling services.

   It is paramount to help the primary surviving family maintain a relationship with the office if they desire. To this extent, the following suggestions are made.
2. Peer Support personnel should schedule follow-up visits with the primary surviving family for at least two years following the line-of-duty death to include monthly phone calls and greeting cards on special occasions and holidays.

3. Peer Support personnel will ensure primary family members are invited to all memorial services or other office functions deemed appropriate.

4. Peer Support personnel will provide the primary family members with information from organizations such as Concerns of Police Survivors (COPS) and other recognized police survivor organizations.
Snohomish County Sheriff's Office

I. PURPOSE

The purpose of this policy is to outline the Snohomish County Sheriff's Office response to personnel requiring mental health services.

II. POLICY

The duties and responsibilities of the law enforcement profession are often emotionally demanding and difficult and it is common for employees to experience stress and related emotional difficulties. Emotional problems will always have a negative impact on personnel performance and, in some instances, may present a danger to the welfare and safety of the employee, his or her immediate family, the public and fellow employees. Therefore, it is the policy of the Snohomish County Sheriff's Office to provide personnel with access to mental health services to help them preempt and resolve emotional difficulties. The Office is committed to the safeguard of the mental health and emotional well being of all employees.

Statement of Confidentiality

All information and correspondence pertaining to issues delineated in this section shall remain confidential. The information may be discussed only among those persons directly involved in the particular situation and/or those with a lawful need to know. All information and correspondence shall conform to lawful requirements regarding mental health records.

III. DEFINITIONS

A. Mental Health Professional: As defined by statute, a mental health professional is a licensed social or mental health worker, counselor, psychotherapist, psychologist or psychiatrist. Peer Support Members often work with external support personnel to provide the best possible care for employees and their immediate families.

B. Peer Support Person: A licensed or non-licensed employee or non-employee volunteer member of the Snohomish County Critical Incident Team who provides intervention services to office personnel and their immediate families.

C. External Support Personnel: A chaplain who is not a licensed mental health professional but who provides mental health intervention services to office personnel Peer Support Members Responders often work with external support personnel to provide the best possible care for employees and their immediate families.

D. Critical Incident: A critical incident is defined as "Any event which has the potential to overwhelm one’s usual coping mechanisms resulting in psychological distress and an impairment of normal adaptive functioning" Obviously, what is considered a critical incident to one person may not be to another.

E. Defusing: A peer driven group process integrating crisis intervention strategies. Defusing is a shortened version of a Debriefing and takes place immediately or relatively soon after a critical incident.
F. **Debriefing:** A structured, peer driven, and clinician monitored group discussion of a critical incident that integrates crisis intervention strategies with educational techniques for coping with stress.

G. **Post-Traumatic Stress Disorder (PTSD):** An anxiety disorder that can result from exposure to short term severe stress, or the long term build-up of repetitive and prolonged milder stress.

### IV. Counseling and Support Services

A. **Professional Mental Health Services**

1. Professional mental health service providers are available to all employees of this agency and their families as allowed by the Snohomish County Employee Assistance Program (EAP) and/or private insurance coverage.

2. Personnel who display obvious signs of emotional stress, including post-traumatic stress disorder, to the point that it effects their job performance may be referred to a licensed mental health professional for counseling and assessment. The supervisor referring the employee for such counseling and assessment must be able to articulate the specifics of the perceived problem. The areas of concern include, but are not limited to:

   a. Uncharacteristic or repeated citizen complaints, particularly those related to excessive force;
   b. Abrupt changes in an employee’s responses or behavior such as excessive tardiness;
   c. Absenteeism, abnormal impatience, irritability or aggressiveness, or repeated instances of overreaction or failure to act in the line of duty;
      c. Irrational or bizarre thoughts or actions;
   d. Unexplained changes in work habits or patterns of leave usage;
   e. Erratic mood swings;
   f. Indications of alcohol or drug abuse, and
   g. Other indications of self-destructive behavior.

3. Personnel directly involved in a death or critical bodily injury occurrence shall be relieved from duty or re-assigned by the Sheriff with no loss of pay or benefits. This re-assignment shall not be construed as disciplinary action but rather an administrative action for permitting an objective and comprehensive investigation into the matter.

4. Personnel required to confer with a licensed mental health professional for counseling and assessment shall be assigned as soon as practical after the incident.

6. Following completion of the counseling and assessment, the licensed mental professional shall advise the Snohomish County Sheriff’s Office concerning the employee’s psychological fitness for duty. If the employee is psychologically fit for duty, the employee will return to their original duty assignment. If the employee is not psychologically fit for duty, the Sheriff shall then either:

   a. Re-assign the employee to an alternative assignment;
   b. Place the employee on temporary light duty;
   c. Place the employee on administrative leave.

   Reinstatement to regular duty of any employee requires the affirmative recommendation of a licensed mental health professional.

7. Job security of and promotional opportunities for an employee shall not be jeopardized solely for having participated in psychological counseling services. However, failure to seek treatment to correct deficiencies in job performance that result from the effects of psychological stress may jeopardize continued employment.
B. Peer Support Services

1. Qualified Peer Support personnel and Snohomish County Critical Incident shall be authorized by the Sheriff to provide voluntary support services, including defusing, debriefings, and one-on-one support, to Office employees only after having successfully completed prescribed peer support training for emergency services personnel.

2. Snohomish County Sheriff’s Office employees may voluntarily seek the assistance of qualified peer support personnel at any time while off-duty without supervisor approval or during duty hours.

3. Peer support personnel may be used to assist deputies and their families in cases of job-related crises through informal support and referral to professional mental health service providers.

4. Strict confidentiality shall be maintained between the peer support personnel and the employee. With the exception of criminal activity, nothing discussed between the participants shall be divulged to any third party except under the following conditions:
   a. With the express written consent of the employee;
   b. Deputies who have been involved in a violation of law or their oath of office shall not rely upon nor expect peer response to serve as a means of relieving or diminishing their real or perceived responsibility;
   c. When there is an indication that an employee presents a clear and present danger to his or herself or others, peer support personnel are required to report this information to the Sheriff.

C. External Support Services

1. As an alternative to peer support services, employees are encouraged to contact personal clergy, physicians or mental health professionals when deemed necessary for resolving emotional crises.

2. The chaplain on call has an integral but separate function from that of the Peer Support Member and is not responsible for the Defusing or Debriefing procedures.
   a. The chaplain coordinator will maintain a list of chaplains on call. It will be updated as necessary and distributed to the Sheriff, bureau commanders and communications supervisor.
   b. The chaplain on call may be notified by the communications officer or a supervisor and asked to respond to the incident. The caller should not describe the event to the chaplain.
   c. Employees may request clergy of their choice.

D. Notification of Support Personnel

1. Any employee can request a specific Peer Support Member, chaplain or other clergy, physician or mental health professional to respond, following a critical incident, at any hour of the day.

2. Employees are not required to utilize any one-on-one peer support or chaplain/clergy counseling services except as provided in previous sections.

E. Defusings and Debriefings

As prescribed by the Sheriff, employees who are involved in critical incidents may be allow to attend defusing and/or debriefing sessions done by the Snohomish County Critical Incident Team or another Team if the County Team is unable. Any other team must be trained and on the State network of Critical Incident teams as being trained and approved by same.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

RETIRED DEPUTY CPL
1. PURPOSE AND SCOPE

The purpose of this policy is to outline the process and conditions associated with the issuance, revocation, and denial of a concealed pistol license (CPL) endorsement for retired deputies of this department. There are three basic provisions of Washington State law and Federal law that govern the carrying of concealed weapons by retired officers.

1. There is a provision of in the Revised Code of Washington (RCW 9.41.060) that allows retired officers from Washington to carry concealed weapons in Washington.
2. In addition, there is a provision of Federal law that allows retired officers from anywhere in the nation to carry concealed weapons anywhere in the country under certain circumstances.
3. Finally, there is an additional provision in the Revised Code of Washington (RCW) that allows Washington State law enforcement agencies to issue firearms certificates to document the officer's eligibility under Federal law.

2. QUALIFIED RETIREES

Deputies retired for service or physical disabilities, except for those deputies retired because of mental or stress-related disabilities are exempt from the provisions of RCW 9.41.050 (RCW 9.41.060). This exemption only applies to a retired SCSO deputy who has:

Obtained documentation from this department that is signed by the Sheriff and that states:
1. that the retired deputy compiled an aggregate of 15 years of service and retired from the Snohomish County Sheriff’s Office;
2. that the retired deputy was retired for service or physical disability; and
3. that the retired officer was retired in good standing for service or physical disability; and
4. that the retired officer has not been convicted or found not guilty by reason of insanity of a crime making him or her ineligible for a concealed pistol license; and
5. has a nonforfeitable right to benefits under the retirement plan of the agency; and
6. before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory powers of arrest.

3. MAINTAINING A CPL ENDORSEMENT

In order to maintain a "CPL Approved" endorsement on an identification card, the retired deputy shall:

1. Qualify annually with the authorized firearm at a course approved by this department at the retired deputy's expense. Upon verification by this department that all annual requirements have been met by an otherwise qualified retired deputy, the "CPL Approved" endorsement shall be re-stamped and dated (18 United States Code 926C).
   a. SCSO follows the WASPC recommendation that officers use the qualification course currently specified by the WA State Criminal Justice Training Commission
   b. Click here for a copy of the qualification form or see Appendix A.
2. Remain subject to all department rules and policies as well as all federal, state and local laws.
3. Only be authorized to carry a concealed firearm inspected and approved by the department.

4. CARRYING FIREARMS OUT OF STATE

Subject to 18 USC 926C and Policy Manual § 312.8, qualified retired deputies of this department may be authorized to carry a concealed weapon in other states.

1. Retired deputies who are residents of Washington must obtain a firearms certificate form once each year from this department after meeting each of the following requirements (RCW 36.28A.090), specifically:
   2. That the retired law enforcement officer is a legal resident of Washington State.
   3. Has been qualified or otherwise found to meet the standards established by the criminal justice training commission for firearms qualifications for active law enforcement officers in the state;
   4. Has undergone the same background check as required under RCW 9.41.070 and is not ineligible to possess a firearm under RCW 9.41.040 or 9.41.045.
   5. Has been qualified or otherwise meets the criteria established by the CJTC for firearms qualifications for active deputies in the state.
   6. Has undergone the same background checks required under RCW 9.41.070; and
   7. Is not ineligible to possess a firearm under RCW 9.41.040 or 9.41.045.
There is no legal requirement for any law enforcement agencies to issue any permit or certificate to retired deputies.
Rappelling from County Helicopters (149_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

RAPPELLING FROM COUNTY HELICOPTERS
RAPPELLING FROM COUNTY HELICOPTERS

1. PHILOSOPHY
1.1 Rappelling from a helicopter becomes necessary at times when we are called upon to rescue or assist people located in areas not readily accessible by other means.

1.2 Therefore, in order to provide maximum safety, the following criteria will be required of all personnel prior to rappelling from county operated helicopters.

2. TOWER TRAINING
2.1 All personnel will successfully demonstrate to the training instructor their ability to free rappel from a training tower or other similar structure.

2.2 Altitude of the training structure is not the primary factor. The rappeller must demonstrate efficiency in use of the equipment and smoothness of descent to qualify.

2.3 No one will be allowed to rappel from the county helicopter until he/she has demonstrated to the satisfaction of the training instructor, the following:
   1. Ability to put on and properly secure the rappelling harness.
   2. Ability to properly secure the rappelling rope to the figure eight device.
   3. Ability to properly secure the figure eight device to the rappelling harness.
   4. An efficient, smooth and controlled exit and rappel from the training tower or other structure.
   5. A proper disconnect from rope on completion of rappel.

2.4 The Sheriff’s Office approves only the figure eight type rappelling device in order to provide simplicity of operation and maximum safety.

2.5 The rappelling harness used must be of a type and design familiar to the instructor and rappeller.

2.6 Rappellers rappelling out of the helicopter will use the techniques which were demonstrated at tower training by the tower instructor. Rappellers will utilize the same personal rappel equipment at the tower training that they use during helicopter rappels. The tower rappel instructor’s responsibilities include inspecting student’s personal rappel equipment. A designated crew chief will be present at tower training to assist the tower instructor.
3. RESPONSIBILITIES DURING RAPPELLING OPERATIONS

3.1. HELICOPTER PILOT’S RESPONSIBILITIES

The Pilot shall:

1. Select the location of the rappel, due in part to the pilot’s ability to hold a good hover at the intended landing spot of the rappeller.

2. The pilot will maintain constant communications with the crew chief of any changes in order for the crew chief to take appropriate action as necessary.

3.2. CREW CHIEF’S RESPONSIBILITIES

The Crew Chief shall:

1. Brief all rappellers and other authorized passengers aboard on emergency aircraft procedures.

2. Brief rappellers regarding details of mission and intended rappelling site.

3. Anchor rappelling rope to aircraft.

4. Assist hooking up each rappeller to the rappelling rope.

5. Advise the rappeller when to exit the aircraft.

6. Maintain constant communications with the pilot, advising status of rappel, keeping pilot advised of distance to hazards, such as trees, etc.

3.3. RAPPELLER’S RESPONSIBILITY

The Rappeller shall:

1. Be required to wear a safety helmet, heavy-duty gloves and a properly installed harness during all practice and actual rappelling missions.

2. Be responsible for his/her equipment and see that it is properly secured.

3. Stay seat belted in the helicopter until directed otherwise by the crew chief.

4. At the crew chief’s direction, while remaining securely seat belted in the aircraft the rappeller will install the rappelling rope into the figure eight device and secure the figure eight to their harness.

5. Only at the direction of the crew chief will the rappeller unbuckle the seat belt and take a position on the skid outside the aircraft. The rappeller’s braking hand will be in the braking position from the time he/she unbuckles from the aircraft until he/she has completed the rappel or is securely back in his/her seat.

6. When directed by the crew chief, the rappeller will rotate backwards and start a steady controlled descent.
7. Determine whether or not the landing site is safe prior to disconnecting from the rope. Once the decision is made that the location is satisfactory, the rappeller will pull a few extra feet of rope through the figure eight device in order to allow the aircraft some maneuverability while the rappeller disconnects from the rope.

8. Once the disconnect is complete, the rappeller shall give a thumbs up signal to the crew chief indicating that they are free of the rope.
Collision Investigation Unit (217_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

COLLISION INVESTIGATION UNIT

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COLLISION INVESTIGATION UNIT

1. COLLISION INVESTIGATION UNIT

1.1. SCOPE

Contained herein are the special and specific instructions pertaining to
administration, operations and reporting for the Collision Investigation Unit (CIU). No operations manual or set of directives can address all situations that may arise during the performance of duty. Policy is broad in scope to encompass most situations and is stated in general terms. This document conveys the same authority as other Standard Operating Procedures. All members of the Collision Investigation Unit are required to meet the expectations of this SOP. Violation of any portion of the CIU SOP may result in disciplinary action.

Compliance with this SOP will not apply in such a way as to violate any law or supersede any provision of the Snohomish County Sheriff’s Office Policy and Procedures Manual

1.2. MISSION STATEMENT

The mission of the Collision Investigation Unit is to provide quality investigative services at major collision scenes with the intent of prosecuting offenders, protecting victims, identifying causes and responsibility, reducing traffic hazards and the frequency of collisions.

1.3. RESPONSIBILITIES

CIU has primarily responsibility to investigate specific circumstance traffic collisions. Those specific circumstance collisions include collisions resulting in major injury (injuries that result in death or require hospitalization), felonious collisions, collisions involving Snohomish County vehicles and any collision likely to create liability for the county. The CIU is also responsible to conduct follow-up investigations of felony hit and run collisions as well as lawful interventions and pursuit related collisions and incidents.

CIU also has the responsibility to assist other divisions and units with investigative support directly related to expertise of the detectives assigned to the unit and the unique investigative skills and tools inherit to the CIU mission.

1.4. OBJECTIVES

1. Respond in a timely manner to appropriate collision scenes.
2. Conduct thorough in-depth unbiased major case traffic collision investigations.
3. Prepare timely, appropriate and in-depth case reports that clearly present appropriate facts, evidence, causation factors, mitigating issues and evidence for adjudication and other related actions.
4. Provide appropriate quality support, advice and assistance to other Sheriff’s Office units and divisions, as well as other governmental agencies to include federal, state, county and municipal.
5. Strive to keep all assigned investigations personnel at the forefront of major traffic collision investigation techniques and standards appropriate to obtain and maintain qualifications as a collision reconstructionist.
2. ORGANIZATION

2.1. COMMAND CHAIN

CIU is a subordinate investigative unit under the Support Services Bureau within the Special Operations Division. The Unit is commanded by a Sergeant.

2.2. UNIT SERGEANT RESPONSIBILITIES

The CIU sergeant is responsible to provide first level supervision and shall report directly to the Special Operations Assistant Division Commander. The CIU sergeant’s responsibilities shall include, but not be limited to, the following:

a. Provide appropriate supervision over all aspects of unit operations to include on-scene supervision as required.

   a. Maintain an ability to respond promptly as appropriate to call-out and call-back investigations, and to provide consultations as appropriate including those occurring after schedule shift hours.

   b. Ensure that callout/call-back supervision as well as consultation availability is properly delegated when personally unavailable.

b. Ensure adequate investigative staffing and resource utilization.

c. Ensure that the appropriate chain of command receives timely notifications as required given the investigative situation and/or circumstances.

   a. E.g. collisions resulting in serious injury or death, law enforcement involved collisions resulting in injury, and any other situation where the unit supervisor believes higher command should be immediately aware of the investigation being conducted and/or requested.

d. Ensure that appropriate notifications are made to the Office Public Information Officer.

   a. Conducts appropriate press briefings and/or provides appropriate information in the absence of the Public Affairs Officer or higher command.

e. Reviews and approves reports and cases submitted by CIU deputies.

f. Assigns follow-up investigations.

g. Ensures all unit vehicles and equipment are properly utilized and serviceable.

   a. Makes equipment/budget recommendations and appropriate purchase requests to maintain and/or increase unit effectiveness and efficiency.

h. Compiles and maintains unit and individual statistics.

i. Ensures proper training is maintained.

j. Prepares evaluations on the performance of subordinates.
k. Performs other appropriate duties as assigned.

2.3. UNIT DETECTIVE RESPONSIBILITIES

CIU deputies are classified with the specialty classification of “Detective”. They shall report to the unit sergeant. CIU detective responsibilities shall include, but are not limited to:

1. Respond to collision scenes and conduct appropriate investigations as assigned.
   a. Personnel shall maintain an ability to respond promptly as appropriate to call-out and call-back investigations as assigned.

2. Conduct appropriate follow-up investigations as assigned.

3. Prepare detailed timely investigative reports appropriate to the investigation(s) assigned.

4. Assist other Office personnel and agencies as assigned.

5. Present proper court testimony and work as appropriate with legal staff.

6. Attend and successfully complete all required training.

7. Maintain proper certifications and training standards to meet expectations and requirements for the levels of investigations appropriate to the position assigned.

8. Ensure that the unit supervisor is fully informed as to case status, change in investigative ability or call-out/call-back availability in an appropriate and timely fashion.

9. Performs other appropriate duties as assigned.

2.4. UNIT LAW ENFORCEMENT SECRETARY

The CIU Law Enforcement Secretary (LES) is responsible for providing administrative assistance and data entry support within the civil service LES job class description.

1. The LES reports to the unit sergeant.

2.5. ISSUANCE OF NOTICE OF INFRACTIONS/NOTICE OF CRIMINAL CHARGES, ETC.

1. If investigation/evidence determines that a driver’s action or negligence caused a traffic collision, excluding collisions where felony charges are possible, detectives shall issue a Notice of Infraction or Notice of Criminal Citation (NOI/NOCC) for the appropriate violation as per current policy as required by the Prosecutor’s Office.
   a. If the NOI/NOCC is not issued at the scene or is issued after a complete investigation, the word “investigation” shall be entered in place of the violator’s signature.
   b. The NOI/NOCC shall then be forwarded to the appropriate DPA/court.

2. In collisions where felony charges are possible, an NOI/NOCC shall not
be issued. Charges for such collisions shall be filed through the Prosecutor’s Office. Suspect’s on whom felony charges may be filed shall not be booked for lesser misdemeanor charges, unless directed by a DPA.

3. If an emergency vehicle belonging to a public agency, except Snohomish County Sheriff’s Office vehicles and drivers (see #4 below), is involved and the public agency driver appears to have committed a violation of law that would otherwise require the issuance of a NOI/NOCC, the involved public agency driver will not immediately be issued a NOI/NOCC unless directed by a DPA, unit supervisor or higher command.
   a. Appropriate reports, statements and information regarding the collision shall be forwarded to the driver’s agency for an internal review, and, if appropriate, to the Snohomish County Prosecutor’s Office for the review of possible criminal charges.
   b. Nothing in the section shall release the investigating personnel from the obligation to take appropriate law enforcement action(s) as required by law and/office policy and procedures.
      i. When such a situation exists the investigating detective(s) shall notify the unit supervisor before taking enforcement action.
      ii. The unit supervisor shall notify the appropriate chain of command as soon as particle as to the circumstances and recommended course of action.

4. If a vehicle involved is a Snohomish County Sheriff’s Office vehicle and driver and the SCSO driver appears to have committed a violation of law that would otherwise require the issuance of a NOI/NOCC or other law enforcement action, unit personnel will not issue such, nor take such action, unless directed by a representative of the Command Staff.
   a. Appropriate reports, statements and information regarding the collision shall be forwarded to through the chain of command for an internal review, and, if appropriate, to the Snohomish County Prosecutor's Office for the review of possible criminal charges.
   b. If the involved SCSO employee appears to be in violation of law that would necessitate immediate enforcement action, the investigating detectives shall notify the unit supervisor before taking enforcement action.
      i. The unit supervisor shall notify the appropriate chain of command as soon as particle as to the circumstances and recommended course of action.
      ii. In lieu of other direction, the unit supervisor shall ensure that appropriate action is taken as outlined in the SCSO Policy and Procedures Manual appropriate to the situation.

2.6. ASSIGNMENT OF COLLISION INVESTIGATION DETECTIVES
1. CIU detectives will be scheduled in such a way as to maximize the availability of the collision investigation resource.

2. CIU detectives shall work their designated assignments unless otherwise directed by the CIU supervisor or in response to an assignment or situation requiring their attention. Shift hours may be adjusted, within the parameters of the Collective Bargaining Agreement, to ensure proper coverage or in response to an emergency.

3. All reports generated by CIU personnel shall be submitted to the CIU supervisor for review.

4. When a qualifying collision or other incident requiring the use of CIU personnel occurs and no CIU deputy is on duty, the requesting supervisor will notify the CIU sergeant via dispatch.
   a. The CIU sergeant will evaluate the callout request and will determine the number of CIU deputies needed to respond.
      i. In the absence of the CIU sergeant, the Special Operations Assistant Division Commander, or if unavailable the Division Commander should be contacted, unless the call-out/consultation responsibly has been delegated to a CIU detective during the unit sergeant’s absence.
   b. The Unit Supervisor is responsible to ensure that adequate CIU personnel are assigned to each investigation.
      i. As a guide, a minimum of two CIU Deputies will normally be assigned to any major collision investigation.

2.7. COMMAND AND CONTROL

1. Collision investigation scenes will be managed under the Incident Command System.

2. Generally, CIU will be responsible for operations directly related to the investigation of the collision.
   a. This includes securing and controlling immediate access to the crime scene.
   b. Securing evidence and maintaining evidence control and continuity.
   c. Controlling the investigation process.

3. Uniformed personnel may be detailed to assist, and be directly responsible for activity occurring outside the collision scene perimeter including, but not limited to, scene security and traffic control as determined by the CIU supervisor.

4. At collisions requiring uniformed support, the appropriate supporting unit will enter into a unified command with the CIU supervisor.
a. The intent is that all elements will work in close cooperation to maximize the Office’s obligation to effectively and efficiently fully investigate the collision.
   
i. Towards that goal, the expectation is that all involved personnel will cooperatively work to determine what assistance is needed and to the greatest degree possible, provide the resources to accomplish the investigation.

5. When responding to collision scenes the CIU supervisor shall ensure that the on-duty Watch Commander, or in the absence of such watch commander, the area patrol supervisor, is fully aware of the call-out situation and the probable impacts on personnel and area roadways.
   
a. Requests for supporting personnel shall be made to the appropriate supervisor of the unit/division beginning requested.

6. Whenever possible, off-site investigative tasks related to a collision, such as taking statements or evidence from persons who were transported to hospitals, shall be performed by CIU detectives.

3. STATISTICS/REPORTING

1. All CIU detectives will complete and submit to the unit sergeant a monthly statistical report detailing his/her activity. The Special Operations Commander will determine the contents of said report.

2. The unit sergeant will compile and maintain a record of total monthly activity for the unit.

3. A monthly report of unit activity will be forwarded to the Sheriff via chain of command.

4. SELECTION PROCESS/QUALIFICATION

1. Upon notification of the intent to create an eligibility list for any position within CIU the Commander of the Special Operations Division shall ensure that the process outlined in the current contract appropriate for the position is followed.

2. Personnel seeking assignment as a Detective or Detective Sergeant should in addition to the processes outlined in the current labor agreement, a review by the Division Commander that may include
   
a. An additional interview as appropriate
   
b. Training records review and evaluation
   
c. A review of performance evaluations and other information contained in the employee’s personnel file
   
d. A review of other Office records as appropriate

3. Applicants for the position of CIU detective must possess the following
minimum qualifications in addition to those listed in the current labor contract and the Policy and Procedures Manual

a. Self-starter, self-disciplined, capable of performing with minimum supervision.
b. Strong communication skills, interpersonal skills and general law enforcement skills.
c. Ability to conduct detailed investigations and prepare comprehensive and well written reports.
d. Available for callback assignment during off-duty hours.
e. Ability to interact well with community groups, DPAs, defense attorneys and Civil Attorneys, other law enforcement agencies, county and city officials and departments.

5. TRAINING

1. Within one year of selection unit detectives shall attend and successfully complete the courses to obtain qualification of “advanced collision investigation”
   a. Obtaining a “technical rating” is preferred.

2. Detectives are expected to obtain a level of Collision Reconstructionist within 2 years of assignment.
   a. Once obtained, detectives are expected to maintain Collision Reconstructionist rating.

3. Detective Sergeants are expected to obtain a minimum rating of “advanced collision investigation” within 1 year of assignment.
   a. Detective Sergeants are encouraged to obtain a level of Collision Reconstructionist.

6. EQUIPMENT AND SUPPLIES

1. All personnel assigned to the unit shall maintain their issued equipment in safe working order

2. Broken or malfunctioning equipment will be reported to the unit sergeant immediately.

3. Each detective will be furnished, budget allowing, with the following equipment:
   a. A collision scene investigation kit, including, but not limited to, a digital camera with flash, in a hard case, measuring devices including a rolling tape measure, 100’ tape, and 300’ tape and other misc. items generally required to process complicated collision scene investigations.
   b. Crime/collision scene processing equipment and supplies as deemed
appropriate by the unit supervisor, e.g., but not limited to:

i. traffic cones

ii. Marking paint(s) etc,

iii. tool box containing miscellaneous tools

iv. cell phone, pager, etc

v. drawing tools

7. ATTIRE

1. CIU is an investigations unit and personnel shall wear the appropriate clothing as outlined in the Policy and Procedures Manual for detective personnel and adhere to the policies requiring the wearing/carrying of Office identification, weapons and other equipment.

2. When called in from off-duty status to investigate a collision, or when on-scene investigating a collision, deputies may wear Unit issued coveralls or other issued non-uniformed attire which identifies them as Sheriff’s Office employees in lieu of uniforms, as deemed appropriate by the unit supervisor.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

BAIT CAR
# BAIT CAR

## 1. PURPOSE

To establish procedures for operating the bait car program. **See also the SNOPAC STANDARD OPERATING MANUAL FOR BAIT CAR PROCEDURES dated JANUARY 2005**

## 2. OVERVIEW

1. One of the more effective means of catching and prosecuting car thieves is with a bait vehicle program. A bait vehicle is a car that is placed in a selected location where vehicle thefts are common. The car is equipped with GPS tracking equipment and a hidden video camera. When the vehicle is stolen, a tracking company provides SNOPAC with updates on the vehicle’s location and direction of travel. SNOPAC relays the information to patrol units so they can find the stolen vehicle and arrest the suspects.

2. The vehicles used in this program are donated by the National Insurance Crime Bureau (NICB). The vehicles are donated by NICB’s member insurance companies. NICB also equips the car with the electronic gear and pays for the monitoring service. They remain the legal owner of the cars.

## 3. THE BAIT CAR

1. Each vehicle is equipped with GPS tracking gear and transmitters, a video camera, VCR and power supply. In addition, the car is electrically equipped to allow remote disabling of the engine and locking/unlocking of the doors. Most of the equipment is located in the trunk. The video camera is hidden in the dashboard and points toward the person sitting in the driver’s seat. Audio is not recorded. The videotape recorder is inside a locked metal box in the trunk.

2. The doors to the car have sensors that indicate if they have been opened. They also are equipped to allow remote locking/unlocking by the monitoring company. In addition, there are sensors for the hood and trunk. A person inside the car can still unlock the doors by pulling up on the lock knob.

3. The trunk will be secured with a chain and padlock so that suspect(s) cannot get into the trunk to access the equipment. A “Lo-Jack” system serves as a back up in the event of the failure of the primary tracking system.
4. PROGRAM MANAGEMENT

Since the vast majority of the vehicles stolen in Snohomish County are within the geographical confines of the South Precinct, the bait car program will be managed by the South Precinct Operations Sergeant.

5. RESPONSIBILITIES

5.1. SERGEANT
The South Precinct Operations Sergeant is responsible for the overall management of the program. The Operations Sergeant shall designate one Property Crimes Detective to be the primary bait car detective.

5.2. BAIT CAR DETECTIVE
The designated detective shall act as primary point of contact for all matters relating to the bait car. Duties are to include:

1. Maintain vehicle theft and recovery statistics for Snohomish County. The information generated is crucial to selecting bait locations.
2. Ensure that the vehicle is properly equipped and kept in working order. This includes working with the county maintenance shop to ensure it is properly maintained.
3. Serve as liaison with the local NICB representative. NICB remains the legal owner of the vehicle.
4. Serve as liaison with the tracking company to ensure the tracking system functions properly.
5. Select the locations for bait car placement based on vehicle theft statistics. Place the vehicle and activate it. Coordinate with SNOPAC on bait car placement and activation.
6. Train patrol personnel in the bait car program, including how to respond to a bait car that has been activated.
7. Ensure that all patrol shifts are aware of where the bait vehicles are placed and their license plates and description.
8. Fill out a Vehicle Theft Report for each bait vehicle that is to be kept at the Snohomish County Sheriff’s Office Records Unit. If the equipment fails and the vehicle can’t be found, the car is to be reported as stolen so that the “Lo-Jack” back up can be accessed.

6. BAIT CAR PROCEDURES

6.1. PLACING THE VEHICLE
1. A precinct detective shall advise the monitoring company that the vehicle is going to be placed and advise them of the location. The vehicle will be driven to the location, parked and activated. The ignition key shall be left
in the vehicle and the doors will be unlocked. This will save the Sheriff’s Office from the expense of repairing damage to door locks and ignitions.

2. Advise SNOPAC of the bait car location and ensure that a “BAIT” call is opened up with the license plate number and description of the vehicle.

6.2. RESPONSE TO BAIT CAR ACTIVATION

1. Activation occurs when a door, hood, or trunk is opened, ignition is turned on, or vehicle moves over 10 mph (being towed). Any of these will trigger a signal to the monitoring company which will then call SNOPAC. SNOPAC will then open the holding ‘BAIT’ call and dispatch patrol units.

2. There are two responses to a bait vehicle activation.
   a. Moving bait car
   b. Stationary bait car.

6.3. RESPONSE TO MOVING BAIT CAR

1. SNOPAC will provide vehicle location, description, speed and direction of travel. Patrol units will be dispatched.

2. Response will generally be non-code. A patrol supervisor may authorize a code response if extenuating circumstances exist (i.e.; bait vehicle used to facilitate another crime).

3. Once the vehicle is intercepted, ensure there are at least two units with the bait vehicle. When ready, have SNOPAC disable the engine and lock the doors.

4. When the vehicle comes to a stop, initiate a HIGH RISK STOP.

5. Prior to calling out the suspect(s), have SNOPAC unlock the doors to the car.

6. Do not advise the suspect(s) that they are in a bait car, but do tell them they are being arrested in a stolen car.

7. Once the suspect(s) and vehicle are secured, call out a South Precinct property crimes detective to take care of the bait car and retrieve the video.

8. If the suspect(s) have already abandoned the car before deputies can make contact, secure the vehicle and page out a property crimes detective to handle the resetting of the car.

6.4 RESPONSE TO STATIONARY BAIT CAR

If someone enters the car it will be activated. SNOPAC will be advised if the ignition is activated. If the ignition is not activated then it could be either a vehicle prowl or someone checking the car out in anticipation of later stealing it. If a door is activated and the vehicle does not move:

1. The primary deputy should respond non-code as if on routine patrol and drive by the vehicle to check its status.

2. If the vehicle appears to be unoccupied, continue past the location. SNOPAC can have the system reset without anyone making contact with the vehicle.
3. If the vehicle is **occupied**, handle the call as a vehicle prowl or theft in progress. Instruct SNOPAC to have the engine disabled and doors locked.

### 6.5. IF THE BAIT CAR CANNOT BE LOCATED

1. The GPS signal requires direct line of sight with the satellites. If line of site is lost due to obstruction or interruption of signal, deputies will only have the last known location and direction of travel to go by. The vehicle may have been driven into a garage or other structure. If unable to find the vehicle have SNOPAC direct that the car’s horn be activated. Deputies may have to exit their cars to hear the horn.

2. If the vehicle can still not be located the patrol supervisor shall contact Records Unit and have the vehicle entered as a stolen vehicle. A pre-completed vehicle theft report should already be on file at Records Unit. Once the bait car has been entered, LoJack can be activated.

3. If the bait car is found to be inside a building a search warrant may be needed to obtain legal entry. If the bait car cannot be found or is discovered to be inside a building, the detective sergeant shall be paged out.

### 6.6. CONTINGENCIES

1. If the bait car is known to be traveling at high speed before deputies can gain sight of it, the supervisor or any responding deputy may have SNOPAC disable the engine and lock the doors in the interest of public safety.

2. In the event that a suspect(s) attempts to flee and the engine shutdown fails, responding units shall not pursue the bait car. Tire spikes shall also not be used on the bait car. If the vehicle eludes deputies, keep following the directions from SNOPAC (if available) until the suspect(s) abandon the vehicle. If the bait car is lost, have it entered as a stolen and activate LoJack.

3. It is not possible to list all possible contingencies that may occur during a bait car deployment so common sense and sound decision making are paramount. The patrol shift supervisor is responsible for the safe and effective response to a bait car activation. The primary concern shall be the safety of the public.
Handling Suspicious Packages (186_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

HANDLING SUSPICIOUS PACKAGES
HANDLING SUSPICIOUS PACKAGES, LETTERS, AND/OR SUBSTANCES

1. PURPOSE

With the increase of suspicious packages, letters, and substances calls, the Sheriff’s Office has adopted the following Standard Operating Procedure for dealing with suspicious packages, letters, and/or substances. As with any Standard Operating Procedure, employees should consider this a guideline for responding to, and dealing with, such incidents.

2. HANDLING SUSPICIOUS PACKAGES AND LETTERS

Upon notification of a complaint (whether by 911 or in-person), employees of the Sheriff’s Office shall respond to all complaints requesting our assistance with suspicious packages or letters. The purpose of law enforcement response is to determine if a “credible or implied threat” is present. The definition of a credible or implied threat, for purposes of suspicious packages and letters, is as follows:

A “credible or implied threat” is defined as a package or letter that contains an unknown substance and/or written information stating or implying an intent to harm the recipient of the parcel or any other person, or an unopened parcel that exhibits characteristics that trigger suspicion. Examples of a credible or implied threat would include:

1. An opened package or letter that contains an unknown substance and written information stating or implying anthrax content or another harmful agent.

2. An unopened package with unusual characteristics that trigger suspicion. These characteristics may include:
   a. No return address, or an unknown return address
   b. Misspelled words, names, or titles
   c. Mailings from a foreign country
   d. Unusual postmarks
   e. Excessive postage
   f. Unusual weight or size
   g. Protruding wires or aluminum foil
   h. Unusual odors, oily stains or discolorations.
If an employee determines **a credible or implied threat exists**, the following steps should be taken:

1. Avoid handling, shaking, or bumping the package or letter and its contents.

2. Evacuate and isolate the immediate area that shares airspace around the package or letter until it is properly removed and contained. Be cautious of any secondary devices in the immediate area.

3. All unprotected persons handling or sharing airspace with the package or letter should immediately wash their hands thoroughly with soap and water.

4. Record names, addresses, and telephone numbers of all persons who handled or shared airspace with the package or letter.

5. Contact appropriate agency and/or personnel for package or letter removal. Depending on the nature of the threat, specialty personnel may include local fire department personnel, HAZMAT personnel, or explosives technicians.

6. Complete a police report documenting the incident and the actions of the employee.

If an employee determines **a credible or implied threat does not exist**, the following steps should be taken:

1. Explain the circumstances to the complainant, including the reason why a credible or implied threat does not exist.

2. If a complainant is simply refusing to open a package or letter, the employee may suggest the complainant simply dispose of the package or letter. This may be done by releasing the letter to the mail handler, or by disposing of the letter in ordinary refuse waste. As an added safety precaution, it’s recommended any letter be double-bagged in plastic zip-lock bags prior to disposal.

3. If at all possible, employees should not collect packages or letters. If there is no other alternative, the package or letter can be taken to the precinct for disposal in ordinary refuse waste. Prior to disposal, the package or letter shall be opened and inspected. Employees shall use proper protective gear (gloves and face mask) when examining such a package or letter. As an
added safety precaution, it’s recommended any letter be double-bagged in plastic bags prior to disposal.

4. All unprotected persons handling or sharing airspace with the package or letter should immediately wash their hands thoroughly with soap and water.

5. Complete a police report documenting the incident and action of the employee.

3. HANDLING SUSPICIOUS SUBSTANCES

Upon notification of a complaint (whether by 911 or in-person), employees of the Sheriff’s Office shall respond to all complaints requesting our assistance with suspicious substances. The purpose of law enforcement response is to determine if a “credible or implied threat” is present. The definition of a credible or implied threat, for the purposes of suspicious substances, is as follows:

A “credible or implied threat” is defined as a package or letter that contains an unknown substance and written information stating or implying an intent to harm the recipient of that parcel or any other person, or the discovery of an unknown substance (no package or letter) and written information stating or implying an intent to harm any persons. Examples of a credible or implied threat would include:

1. An opened package or letter that contains an unknown substance and written information stating or implying anthrax content or another harmful agent.
2. An unopened package or letter that appears to contain (or is leaking) an unknown substance and written information stating or implying anthrax content or another harmful agent.
3. The discovery of a spilled, unknown substance and written information stating or implying anthrax content or another harmful agent.

If an employee determines a credible or implied threat exists, the following steps should be taken:

1. Avoid handling, moving, or disturbing the package, letter, or substance.
2. Do not open, smell, or taste any suspicious packages, letters, or substance. Do not attempt to clean up the substance.
3. Evacuate and isolate the immediate area that shares airspace around the package, letter, or substance until it is properly removed and contained.
4. All unprotected persons who handled or shared the airspace with the package, letter, or substance should immediately wash their hands thoroughly with soap and water.

5. Record the names, addresses, and telephone numbers of all persons who handled or shared the airspace with the package, letter, or substance.

6. Contact the appropriate agency and/or personnel for package or substance removal. In most instances, this will be fire department personnel or HAZMAT personnel.

7. Complete a police report documenting the incident and the actions of the employee.

8. Contact a local medical facility for appropriate treatment of potential exposure to chemical or biological agents.

If an employee determines a credible or implied threat does not exist, the following steps shall be taken:

1. Explain the circumstances to the complainant, including the reason why a credible or implied threat does not exist.

2. Provide the complainant with information on how to clean up the substance. This may include referral to private clean-up businesses.

3. All unprotected persons who handled or shared the airspace with the package, letter, or substance should immediately wash their hands thoroughly with soap and water.

4. Complete a police report documenting the incident and the actions of the employee.

4. SAFETY PRECAUTIONS

Employees should use protective gloves and face mask prior to entering the airspace of any suspicious package, letter, or substance.

Regardless of the determination of the employee, under no circumstances should the following actions occur by the employee:

1. NEVER transport a suspicious package, letter, or substance that hasn’t been properly inspected and packaged.
2. **NEVER** place a suspicious package, letter, or substance into a precinct property locker, or book it into the Regional Evidence Control Center.

3. **NEVER** improperly dispose of a suspicious package, letter, or substance (garbage can; dumpster; storm drain, etc…) if a potential threat exists.
Mounted Patrol Unit (147_0).pdf
Technical Water Rescue Unit (209_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

TECHNICAL WATER RESCUE

TABLE OF CONTENTS
1. TECHNICAL WATER RESCUE UNIT

1.1. PURPOSE
The purpose of this Standard Operating Procedure is to clarify the responsibilities and procedures to be followed in conducting technical dive and water rescue operations.

1.2. AUTHORITY
RCW 38.52-400.

1.3. SCOPE (UNIT RESPONSIBILITIES)
1. Perform water search, rescue, technical rescue and recovery missions.
2. Investigate drowning incidents and conduct water related death investigations.
3. Perform disaster related technical rescue assistance when requested.
4. Investigate underwater crime scenes.
5. Perform other search and recovery missions with the approval of the unit supervisor and/or designee.
6. Perform river and/or swift water related search, rescue and recovery missions.
7. Assist other agencies with water related operations.
8. Provide public education about water safety and dive – rescue unit capabilities.

2. MISSION/COMMAND STRUCTURE

2.1. MISSION
The Technical Dive Rescue Unit is a sub-unit of Marine Services within the Special Operations Division. The unit is comprised of personnel specially equipped and trained to perform specialized technical water rescue operations in all of the marine environments found in this region. As a sub-mission personnel are equipped and trained to conduct sub-surface crime scene and security sweeps and assessments, and body recoveries.

2.2. COMMAND
Special Operations Division Commander
The Special Operations Division Commander is responsible for the Technical Water Rescue Unit, this includes responsibility for:

1. Administration and operations of the Unit.
2. Representing the Sheriff before the County Council, citizen groups and others on matters pertaining to the operation of the unit.
3. Defining unit goals and objectives within the guidelines of Office policy and coordinates effort within the unit.
4. Overseeing the procurement of equipment
5. Overseeing unit training and qualifications

2.3. MARINE SERVICES COMMANDER

The Marine Service commander is responsible for:

1. Operations and logistical support of the unit.
2. Recommending policy changes to the Commander of the Special Operations Unit.
3. Recommending equipment repair and procurement.
4. Ensuring that personnel are current on all required training and qualifications.
5. Overseeing and monitoring the integration of personnel and tactics with other operational units of the Sheriff’s Office.
6. Coordinating unit operations, training and equipment with other operational units and divisions engaged in water rescue.
7. Responding to operational deployments and functioning as the incident commander as required.
8. Directly supervising the Unit supervisor.
9. Other related duties as may be assigned by the Division Commander, or higher authority.
2.4. TECHNICAL WATER RESCUE UNIT SUPERVISOR

1. The Technical Water Rescue Supervisor is appointed by the Special Operations Division Commander. The supervisor is responsible to:
   a. Direct supervision of the unit during deployments and training
   b. Ensuring that personnel are current on required training and qualifications.
   c. Ensuring that equipment is operational and maintained in proper and is in working order.
   d. Developing and administering appropriate unit training.
   e. Recommending equipment upgrades, modifications, and replacement(s).
   f. Maintaining a working relationship with appropriate operational and support units of the Sheriff’s Office and other agencies/units as required to meet mission requirements.

2. The Unit Supervisor should have advanced training in diving supervision, to include Divemaster, diving medicine, and have attended NOAA Working Diver and DiveRescue 1.

3. The supervisor will be the primary contact person for any possible dive missions or the need of dive assets; i.e., dive personnel, swift-water personnel, etc to coordinate the Dive-Rescue assets for the mission.

4. The technical Water rescue Supervisor shall notify the Marine Services commander when the unit is deployed on missions.

2.5. DIVEMASTER

The Divemaster is in charge of the diving or water rescue activities at the scene (water’s edge).

1. The Divemaster is responsible for directing all diving activities, including methods, equipment, and deployment of personnel.

2. The Divemaster is responsible for maintaining communication with personnel in the water through various means available.

3. In Rescue mode, divers may enter the water untended or without a partner, at the diver’s discretion.

4. In Recovery mode, the Divemaster will formulate a dive plan, taking into account the circumstances (Risk/Benefit Analysis), i.e. hazards, reason for diving, available or needed equipment. A safety diver should be standing by, suited up and ready to enter the water immediately.

5. The Divemaster shall be a Dive Sergeant/Deputy who has successfully completed NOAA Divemaster or equivalent training.

2.6. DIVER
A Diver is a Sergeant/Deputy who has completed basic training in Public Safety Diving, to include NOAA Working Diver, Dive Rescue 1, Swiftwater 1 and the Dive – Rescue Field Training. The Dive Sergeant may act in the diver role as he sees fit.

2.7. SUPPORT
Support is a Deputy with training and experience for surface support of diving operations, arranging for maintenance of the Dive / Rescue Unit equipment, and coordination of training.

2.8. DIVER TRAINEE
A Diver Trainee is a Deputy who is undergoing training in anticipation of moving into a Diver position. In this role the Diver Trainee will attend training and be available for missions in a surface support role. The diver trainee may attend advanced diving training as it becomes available with the permission of the Unit supervisor.

3. OPERATIONS

3.1. DEFINITIONS
1. Risk/Benefit Analysis
An ongoing process of weighing the risks of any operation or mission against the benefits of a successful outcome. The Risk/Benefit analysis shall always be weighted to minimize the risk of additional loss of life or injury.

2. Water Rescue
A water rescue is a deployment of trained personnel with appropriate equipment to render aid to persons in distress in the water in order to prevent possible injury or loss of life. Water Rescue is an emergency.

3. Rescue Mode
Those operations where there are live persons in need of rescue, or witnessed drowning where the victim(s) have been submerged in cold water less than one hour. Any operation in rescue mode is an emergency.

4. Recovery Mode
Those operations involving (1) witnessed drowning where the victim(s) have been submerged beyond one hour, (2) a non-witnessed or unknown-time drowning, (3) property or evidence recovery. Recovery mode is a slow, methodical approach, and does not allow unnecessary risk to personnel.
5. Staging Area
This is usually where the operational command post will be located and should be set up to support the dive personnel; i.e. equipment, food, shelter, etc.

6. Command Post
A vehicle or facility having adequate communications from which the mission or incident commander can provide direction and control of the mission.

7. SAR
Snohomish County Sheriff’s Office Search and Rescue. Elements of SAR may be utilized or required in Technical Water Rescue operations. Because SAR has a advanced command and control capability, the Dive-Rescue Unit may defer to SAR to administer a combined operation under a unified command based on the Incident Command System.

8. SNOPAC
The communications center used by the Snohomish County Sheriff's Office and many other law enforcement agencies and fire departments in Snohomish County. This dispatch center receives all 911 calls for these agencies.

3.2. UNIT ACTIVATION/MISSION SUSPENSION

1. Activation
This Sheriff's Office procedure will be utilized when a notification of a suspected drowning, technical water rescue, or other circumstances requiring Technical Water Rescue assets is received by SNOPAC or the Sheriff's Office.

2. Suspending the mission
This decision rests with the Unit supervisor in consultation with the Divemaster when:

a. The conditions are too hazardous to place personnel in the water, or;

b. When there has not been a find despite the search effort, i.e., the search for a missing person in a river did not produce the victim after a reasonable search was made. The search may resume at any time based on new information, new clues, sighting, etc.

Note: Any diver or water rescue person may decline to enter the water or areas immediately adjacent to waters based on the conditions vs. their abilities and/or skills and/or equipment limitations. However, the Divemaster and/or Unit supervisor has the authority to order operations suspended and personnel out of the water and/or immediate surrounding area.
3. Activation Process
   a. Any request that indicates a need for Technical Water Rescue assistance will be directed to the dispatch supervisor of SNOPAC.
   b. The dispatch supervisor will notify the Sheriff’s Office Watch Commander, the on-call Technical Water Rescue supervisor, the on-call SAR Sergeant/Deputy and the commander of Marine Services.
   c. If possible, the Watch Commander will have Patrol personnel proceed to the scene to secure additional information, keep the reporting person available, and assist in the emergency until the Technical Water Rescue supervisor arrives. Patrol units may be required or utilized for crowd control, locating witnesses and developing the incident report, gathering statements, etc.
   d. The Unit supervisor will ensure the Watch Commander and the Marine Services Commander is aware of the operation.
   e. The Unit supervisor will contact the necessary Unit personnel/resources or have dispatch contact the necessary resources to accomplish the mission. In witnessed downing incidents, SNOPAC will page out the entire unit in rescue mode.
   f. Upon arrival of the Unit supervisor (or in the case of a combined operation, the SAR Coordinator,) the dispatch supervisor will be informed of the location of the Staging area and Command Post.

3.3. OPERATIONAL GUIDELINES

1. The search or rescue will be carried out by the methods described in this Unit SOP, Diving Safety Manual, or by other industry standard and accepted methods.
2. Upon completion or suspension of the mission, personnel will report back to Command Post to be debriefed showing areas searched, location of items discovered, location of the victim, and any additional information pertinent to the mission.
3. Personnel leaving the scene prior to the completion/termination of the mission will report to the command post prior to securing to ensure the Unit supervisor.
4. When securing the mission the Unit supervisor should be the last to leave the staging area, ensuring that all personnel are accounted for.
5. All equipment used on the mission shall be cleaned, repaired, fueled, and made ready as soon as possible for the next mission.

3.4. ASSETS

All required phone numbers for assets or notification shall be posted at SNOPAC and updated as often as necessary by the Unit supervisor.
3.5. SNOHOMISH COUNTY SHERIFF’S OFFICE TECHNICAL WATER RESCUE EQUIPMENT VAN
The Snohomish County Dive Equipment Van is under the direct control of the Unit supervisor. It contains the specialized equipment utilized by the Technical Water Rescue Unit.
1. The equipment van should be operated and checked at a minimum of once per month to ensure it is functional.
2. Only persons trained in the operation of emergency vehicles shall drive the equipment van.

3.6. SCUBA DIVER ASSETS
These assets are normally provided by the Snohomish County Sheriff's Office Technical Water Rescue Unit and should be requested through the SNOPAC supervisor.

3.7. SWIFT WATER RESCUE ASSETS:
These assets are currently provided by various agencies to include:
1. The Technical Water Rescue Unit
2. SAR
3. Fire Districts

3.8. OTHER TECHNICAL WATER RESCUE UNIT EQUIPMENT
1. Tow vehicles
   a. Suburban, Explorers. Pick-up trucks
2. 15 foot Achilles
3. 10 foot Zodiac

4. SELECTION AND TRAINING
4.1. INITIAL SELECTION
Selection of personnel shall follow Office Manual and prevailing labor agreement guidelines. Within those guidelines, and in addition to any other screening tests (e.g. oral boards,) applicants shall be able to pass the following job-specific tests:
1. NOAA Swim Test as published by the NOAA Diving Program (Required for Diver Trainee’s to attend NOAA Working Diver course.)
2. NOAA Dive Physical (given by reputable diving physician.)

In general, candidates will be evaluated on the following criteria:
1. Team oriented.
2. Physical and medical condition.
3. Mental ability to handle this type of work.
4. SCUBA skills and ability to function in a waterborne environment.
5. Discipline and professionalism.
6. Ability/willingness to dedicate the necessary time for training and call-outs.

4.2. BASIC DIVER TRAINING
The mission of the Technical Water Rescue Unit requires three prongs of training that must be addressed;
1. Diving Knowledge,
2. Public Safety Diving,

Therefore, initial training for divers shall consist of the following:
1. Basic certification
2. NOAA Working Diver
3. Dive Rescue International Dive Rescue 1
4. Rescue 3 Swiftwater Rescue Technician 1

4.3. ADVANCED TRAINING
As required for unit effectiveness and efficiency additional training maybe required:
1. NOAA Divemaster
2. Diver Rescue International Dive Rescue 2, Med Dive
3. Rescue 3 Swiftwater Rescue Technician Advanced

Additionally, an organizational goal shall be to have at least one member of the team certified as a Public Safety Scuba Instructor to the level to teach Dive Rescue 1 classes.

4.4. FIELD TRAINING
1. No diver trainee will be deployed as a SCUBA diver or as a Technical Water Rescue operator on missions until he/she completes a field training syllabus outlined in the Unit’s Diving Safety Manual.
2. Diver trainees will participate in field training to achieve that status.
3. Diver trainees will be assigned to an experienced member of the unit who will act as the training officer.

4.5. REGULAR IN-SERVICE TRAINING
1. The Unit shall train year round with a minimum of two training days per month.

2. Personnel are expected to attend all training days and courses, two times per month.
   a. Elective absences will be with the approval of the Unit supervisor

3. The Unit supervisor shall designate a training coordinator who shall direct and evaluate all team in-service training

4. The training coordinator shall determine tasks and training dives that must be accomplished during a fixed period of time.

5. Divers failing to complete the core training may be removed from dive status, by the Commander of the Special operations Division, upon the recommendation, of the Unit supervisor and the concurrence of the Marine Services Commander.

6. All training shall be documented and recorded.

7. Each Unit member holding the position of SCUBA Diver must complete a periodic basic SCUBA skills and watermanship skills test established by the International Association of Dive Rescue Specialists (IADRS).

4.6. MEDICAL EXAMS

1. A diving medical exam (physical) is required annually (WAC 296-37-525) for all personnel holding the position of SCUBA Diver.

2. The Unit supervisor will ensure that each diver has a current physical, and maintain records of the physical.

3. The Unit supervisor shall order a new dive physical in cases where a diver has had a significant injury or illness, or an ongoing illness which could impact his/her ability or safety to dive.

5. MANUALS AND DOCUMENTATION

5.1. STANDARD OPERATING PROCEDURES

The Unit supervisor shall maintain a current and relevant Standard Operating Procedure.

5.2. DIVING SAFETY MANUAL

In accordance with WISHA Directive 32.15 (Diving Search and Rescue) and WAC Chapter 296-37, the Technical Water Rescue Unit supervisor shall maintain a current and relevant Diving Safety Manual. This manual shall document safe diving practices for each mode of operation and shall include

1. Safety procedures and checklists for diving operations

2. Assignments and responsibilities of the unit members
3. Equipment procedures and checklists
4. Emergency procedures for fire, equipment failure, adverse environmental conditions, and medical illness and injury
5. Training topics and tasks, regular qualifications, and field training outlines.

5.3. MAINTENANCE RECORDS
The Unit supervisor shall ensure that maintenance records are kept on all life support equipment, including regulations, dive computers, buoyancy compensators, SCUBA tanks, and dry suits. The records shall include purchase date, regular maintenance and document any problems requiring additional maintenance.

5.4. TRAINING RECORDS
The Unit supervisor shall ensure that records are kept documenting all training activities for all team members, including initial training, in service training, and other training. These records shall document dives done by each unit member, in a dive log for the member.

5.5. MISSION RECORDS
The Unit supervisor shall ensure that records are kept documenting each mission, to include reports, maps, diagrams, and notes for future team

5.6. MEDICAL RECORDS
The Unit supervisor shall ensure that records are kept documenting the medical fitness of each diver on the team.

6. QUALIFICATION TO DIVE
The Unit shall have standards of training to ensure that each member deployed on operational missions has current training for the safety of all persons involved and the furthered success of the Unit.

6.1. QUALIFIED / DEPLOYABLE
Unit members must qualify at core skills during each training cycle. The training cycle and core skills will be determined by the Unit supervisor and documented in the Diving Safety Manual.

The Unit supervisor shall ensure there are multiple qualification opportunities to ensure a high level of team operational readiness.

6.2. REMOVAL
Personnel may be removed from Qualified / Deployable status and/or from the Unit for the failure to meet unit qualifications and standards such as:
1. A pattern of safety violations.
2. Not successfully completing, or demonstrating an inability to successfully complete, training.

3. Medical / Health reasons. (NOTE: May require a diving medical exam or checkup to regain qualified status.)

4. Failure to maintain qualifications and/or standards.
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SIMUNITIONS
1. DEFINITIONS

1. Simunition Firearm: A simunition firearm is any handgun, shotgun, and/or rifle used exclusively for shooting simunition ammunition. Simunition firearms are used exclusively for training purposes to create safe realistic live fire situations or scenarios.

2. Simunition Ammunition: Simunition ammunition are low velocity projectiles that contain a paint filled tip which splatter on impact. They are used exclusively for training with simunition firearms.

2. ISSUANCE OF TRAINING WEAPONS

1. Simunition firearms shall be issued for training at training sites by the Rangemaster or a designated firearms instructor.

2. Prior to issuance of a simunition firearm, all personnel participating in the training shall receive a safety briefing. Also, at this time the Rangemaster or his/her designee shall ensure all participants secure their duty weapons and ammunition, including back-up weapons, in an area away from the simunition weapons. Participants shall have no live ammunition of any caliber on their person during a training scenario.

3. The Rangemaster or designated firearms instructor shall inspect and maintain all simunition firearms.

4. All simunition weapons shall be loaded/unloaded, assembled/disassembled, and cleaned by only the Rangemaster or his/her designee to ensure less damage to simunition ammunition, that only simunition products are being used, that loading and unloading is performed in a safe impact area which would contain any possible paint projectile splatter.

5. All simunition weapons shall remain holstered until deployed for training.

6. The Rangemaster shall be responsible for maintaining all simunition weapons and ammunition. Additionally, the Rangemaster will insure an adequate supply of simunition ammunition is available to conduct planned training exercises.
3. SAFETY/EQUIPMENT

1. Simunitions are firearms and fire a projectile that can cause death and/or serious injury if used improperly. Scenario participants shall wear issued head, face and throat protection. Emergency Response Team (ERT) Tactical members are exempt from the requirement of wearing full face protection during simunition scenarios. During ERT training scenarios where simunition firearms are utilized, ERT Tactical members shall wear eye protection, ballistic helmets and improvised throat protection such as a high collar. Coveralls may be issued to prevent damage to uniforms or other duty clothing.

2. A first aid kit shall be on site at all times.

3. All personnel shall use their duty equipment, with the exception of firearms (including all back-up weapons), magazines and ammunition.

4. Users shall not place their finger inside the trigger guard unless they are on target and intend to discharge their simunition weapon.

5. Personnel directly engaged in training shall wear eye, face, and throat protection, along with their body armor, ERT exempt as stated in 3.1. Ear protection is not required. Safety officers and observers shall wear body armor and eye protection.

4. TRAINING RECORDS

1. The Organizational Development Division Commander, in consultation with the Rangemaster or his/her designee, shall be responsible for setting simunition proficiency requirements, frequency of training, announcing training dates, and coordinating periodic training for the Office.

2. The Rangemaster or his/her designee shall ensure a training record is completed for each employee participating in the training.

3. The Human Resources Commander or his/her designee shall be responsible for maintaining records of simunition use by Office personnel and other agencies, records of Sheriff’s Office employee simunition training and other aspects of required training.

4. The instructor supervising a simunition training course shall review with each employee, their performance immediately after completing the training.
5. SIMUNITION PROCEDURES

1. The Rangemaster or his/her designee shall be in charge of training operations. While at the training, all personnel regardless of rank shall comply with the directions of the Rangemaster or his/her designee.

2. The training area shall not be used for simunition training without the Rangemaster or his/her designee present.

3. All personnel using the simunition training area shall sign an attendance sheet provided at the training site.

4. No one shall be on the simunition course unless accompanied by the Rangemaster or his/her designee.

5. Those using the training area shall refrain from horseplay, or conduct which would create a dangerous environment.

6. Use of the training area shall be by appointment only.

7. The Rangemaster and/or his/her designee are expected to set an example and to enforce safety regulations at the training site(s).
School Resource Deputy (205_0).pdf
SNOHOMISH COUNTY SHERIFF's OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SCHOOL RESOURCE OFFICER
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1. STATEMENT OF PURPOSE

The purpose of this manual is to provide a written guide of expectations, responsibilities, procedures and policies that specifically relate to the operation of the School Resource Deputy.

Deputies assigned as a School Resource Deputy are subject to and bound by the rules and procedures set forth in the Snohomish County Sheriff’s Office Policy and Procedures Manual and other applicable directives.

2. MISSION STATEMENT

The mission of the School Resource Deputy is to provide school districts with a law enforcement presence on school campuses and be a resource to promote safety to school users and the immediate campus area.

3. GOALS

The School Resource Deputy, utilizing the concept of law enforcement officer, teacher, and mentor will work towards the following goals:

1. Bridge the gap and build relationships between law enforcement and youth
2. Assist schools in keeping campuses safe and drug free
3. Reduce juvenile crime through mentoring, teaching, and displaying a personal interest in students and their activities
4. Investigate school related criminal activity and assist with serious school violations as deemed necessary
5. Provide information and training on public safety and other related topics for students, parents, and school staff
6. Assist schools in problem solving to improve the quality of campus life
4. SCHOOL RESOURCE DEPUTY RESPONSIBILITIES

1. The School Resource Deputy should exhibit a positive behavior and set a high standard for professional performance for him/herself, for the Sheriff’s Office, and the community.

2. School Resource Deputies must realize that their primary duty is that of a uniformed law enforcement officer. The deputy may have occasion to work in situations where less than a criminal violation has occurred, such as a school rule violation. The deputy will strive to ensure the safety of a school staff member that may be enforcing a school rule and in the absence of a school staff member being present will refer the matter to the school administration as necessary.

3. School Resource Deputies may supplement, but will not be used in lieu of school district security personnel.
   
   a. Examples of non-conducive work include:
      i. hall monitor
      ii. retrieving students from classrooms
      iii. cleaning graffiti from school premises

5. JOB DESCRIPTION / EXAMPLES OF DUTIES:

The primary duty of the School Resource Deputy is to ensure the safety of students, staff, and all persons on their assigned campuses. These duties may include, but are not limited to:

1. Investigate crimes occurring under school jurisdiction or on school district properties during the SRO’s normal duty hours.

2. Making custodial arrests

3. Establishing a working rapport with their respective school administration and staff

4. Preparing teaching materials as a guest lecturer

5. Coordinating their schedule with school administration

6. Scheduling demonstrations for students and training for staff

7. Participating in faculty meetings, PTA presentations, and other parent programs

8. Mentoring at-risk students
9. Attempting to mediate disputes between students

10. Other duties and activities as required by the position

11. Coordinate with schools as a liaison for crisis/emergency planning.

12. Patrol of campus facilities for safety improvements and/or crime prevention through environmental design (CPTED).

13. In conjunction with school officials, coordinate security at school sponsored events to include athletics, dances, and/or graduation parties.

6. EXPECTATIONS

The following are expectations of the position. This list is not exhaustive, but identifies the most common expectations of this position:

1. School Resource Deputies will be at their assigned schools as scheduled.

2. The deputy will sign into service and upon arrival at school will notify dispatch. Due to radio inoperability in some buildings, the SRO will be available by phone or pager. Whenever the deputy leaves campus he/she will notify dispatch. The deputy will sign out of service by radio at the end of each shift.

3. In the event that the School Resource Deputy cannot be present at a scheduled school, it will be the responsibility of the deputy to ensure that the on duty supervisor and the school are notified of the absence.

4. Deputies shall be punctual in reporting to their respective schools and classes.

5. Deputies shall patrol the school campuses and adjacent communities as related to the duties of an SRO.

6. Deputies will be involved in guest teaching and visitation of classes as required.

7. Deputies will be involved in student activities -- commitment shall be determined by the School Resource Deputy.

8. While on campus, deputies will wear designated uniform or appropriate civilian clothing contingent upon circumstances or need.

9. Deputies selected as a School Resource Deputy will be required to attend National Association of School Resource Officer Basic SRO training programs that will enhance their abilities in their assignments. Deputies are to maintain all training, certification and qualifications in accordance
7. WEAPONS

On duty deputies shall be armed at all times with a Sheriff’s Office approved firearm.

8. WORK SCHEDULE AND TIME OFF

8.1. WORKING HOURS

1. School Resource Deputies are scheduled to work a set, 40 hour week, with hours to be determined by his/her supervisor and school administration.

2. If it is necessary to flex hours, the deputy shall contact his/her supervisor for approval. Duties and activities outside the normal working hours will be compensated in accordance with the bargaining contract.

8.2. UNUSUAL OCCURRENCE

1. Administrative work days may be assigned. This may be a day when school is not in session or is cancelled due to inclement weather.

2. The School Resource Deputy shall notify their supervisor when these days occur.

3. Their supervisor shall determine if they are to report for duty or will receive approved time off.

8.3. DUTIES DURING SCHOOL BREAKS

The School Resource Deputy’s duties are dependent upon the needs of the Snohomish County Sheriff’s Office. If a deputy is not on vacation, the deputy will report to his/her supervisor for assignment.

a. Vacations are discouraged while school is in session.

8.4. SCHOOL HOLIDAY

If the holiday is recognized by Snohomish County, the deputy will take the holiday off.
8.5.  TEACHER “IN SERVICE” DAYS

1. The deputy may use vacation or a holiday. If there is a need, the deputy may attend the “in service” day or the deputy may report to his/her supervisor for assignment.

2. The deputy shall notify his/her supervisor of their intention prior to the “in service” day.

9.  SELECTION

9.1. PREREQUISITES

1. A School Resource Deputy is expected to be highly motivated and productive, demonstrate high levels of self-initiative and innovation, and be able to work well with minimum supervision. A School Resource Deputy must convey a positive police presence on the school campus and maintain an excellent uniformed appearance.

2. A School Resource Deputy must have the ability to be a positive resource to the school staff, students, parents, and the residents in the surrounding neighborhoods. A School Resource Deputy’s education, background, experience, interest level and communication skills must be of such a caliber that the School Resource Deputy can effectively and accurately be a resource, liaison, and mentor at the schools he/she serves.

3. A School Resource Deputy candidate must be off probationary status at time of assignment and must possess an interest in community involvement as well as have an ability to work well with children.

9.2. SELECTION PROCEDURE

The selection procedure may include any or all of the following:

1. Notification of open position within the unit.

2. Qualified interested deputies submit a letter of interest as directed within the notification.

3. Candidate prepares a written paper stating his/her goals as a School Resource Deputy which may also require other subjects as directed within the notification.

4. Oral Board which includes all principles to the contract. A separate site principal’s interview may be required.

5. Recommendations from candidate’s supervisor will be requested and reviewed.
a. The Sheriff or his designee(s) will make the selection(s) based on the above findings.

b. A minimum commitment of two (2) years is required due to the nature of work and the amount of specialized training required.

10. ASSIGNMENT / COMMUNICATION

10.1. ORGANIZATION
The School Resource Deputy is assigned to the Bureau of Operations. He/she will report to his/her designated supervisor at the precinct in which the school is located. He/she will follow the Sheriff’s Office chain of command.

10.2. COMMUNICATION
1. While on duty the deputy shall carry a departmental assigned pager or cell phone
2. It is recommended that the School Resource Deputies meet with their supervisor on a weekly basis. All School Resource Deputies and supervisors shall arrange to meet as a group once a month.

11. SCHOOL RESOURCE OFFICER SUPERVISOR

11.1. PERFORMANCE REVIEWS
In addition to supervisory assessment, performance evaluation should also include input from the school level administrators to whom the SRO reports to on a daily basis.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

NASAL NALOXONE/NARCAN
PURPOSE

Nasal Naloxone/Narcan is a nasal spray which may counteract the effects of a heroin or other opioid overdose. It is designed to reverse the depressive effects of opioids on the respiratory system with just one application. The use of the nasal application reduces the chances of an accidental needle stick to the rescuer or others. The purpose of this policy is to establish guidelines for the Snohomish County Sheriff’s Office (SCSO) governing the use of Nasal Naloxone/Narcan.

POLICY

It is the policy of SCSO that certain sworn deputies will be trained in the use of Nasal Naloxone/Narcan and that they will carry the Naloxone/Narcan kit in their patrol car while on duty.

DEFINITION

- **Deputy**: Refers to any sworn staff member employed by the Snohomish County Sheriff’s Office, regardless of rank, who is trained in the use of the Naloxone/Narcan kit.
- **Safety Equipment**: Includes department authorized or issued face mask or shield, protective latex gloves and hazardous materials disposal container.

PROCEDURE

Naloxone/Narcan may be used when responding to a call where the deputy reasonably believes that a person is in an opioid-induced state based on any or all of the following, non-exclusive examples:

- When advised by the dispatcher that a given person appears to be suffering an opioid overdose at a given location;
- When observing drugs, drug paraphernalia, or any drug instrument associated with the individual and opioid; or
- When the person is found to be unresponsive, there is an absence of breathing or the victim has no pulse, is unresponsive to a sternum rub, and has bluish lips or nail beds.
- When a witness that is present gives information or evidence that would lead a reasonable person to believe the person is suffering from a drug overdose.

Deputies will immediately verify with the dispatcher that the closest emergency medical service (EMS) is either on the way or is to be dispatched. Deputies will then place the victim in the “rescue” position and administer the Naloxone/Narcan. Deputies will continue to render the appropriate first aid until the arrival of EMS to transport the victim to the hospital.
Once the administration is complete and the area is secured, deputies will complete the Naloxone/Narcan card and forward it to his/her supervisor.

**GOOD SAMARITAN DRUG OVERDOSE LAW**

Revised Code of Washington 69.50.315 states that:

- A person acting in good faith who seeks medical assistance for someone experiencing a drug-related overdose shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the person seeking medical assistance.
  
  (b) A person acting in good faith may receive a naloxone prescription, possess naloxone, and administer naloxone to an individual suffering from an apparent opioid-related overdose.

- (2) A person who experiences a drug-related overdose and is in need of medical assistance shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.

- (3) The protection in this section from prosecution for possession crimes under RCW 69.50.4013 shall not be grounds for suppression of evidence in other criminal charges.

**SAFETY**

The safety of the victim and deputy are paramount for the Naloxone/Narcan to be successful, therefore;

- Deputies that expect to use the Naloxone/Narcan kit shall, whenever possible employ safety measures to reduce the possibility of bloodborne pathogen exposure.
- These steps shall at least include wearing safety equipment before administering Naloxone/Narcan and disposing of the used Naloxone/Narcan container and safety equipment in an approved bio-hazard container immediately following its use.
- It is important to remember that a victim can quickly become combative once the Naloxone/Narcan takes effect.
- Deputies must be aware of their surroundings while at these medical scenes and be prepared for secondary threats.

**MAINTENANCE/REPLACEMENT**
Upon completion of training, a Nasal Naloxone/Narcan kit and replacement prescription will be supplied to deputies as their standard issue equipment. It is the deputy’s responsibility to ensure it is handled correctly and available when needed. It is a sun and temperature sensitive prescription medication and has a lifespan of two (2) years. Deputies are expected to check the Naloxone/Narcan kit regularly to ensure it is not expired and will contact the prescribing authority for replacement of an expired medication.

Expired medications in kits shall be disposed of at any authorized Drug Take Back location.

**RECORDS KEEPING**

The Personnel Development Division (PDD) shall maintain a list of all SCSO personnel who have been trained in the use of Naloxone/Narcan. The PDD shall maintain a file showing each instance when Naloxone/Narcan was used, by whom, and the outcome of the administration.

After application of Naloxone/Narcan or disposal of expired medication in a kit, deputies will complete a self-addressed card in the kit and forward a copy to PDD and to the Snohomish County Human Services department.
Snohomish County CEMP 2013 (507_0).pdf
For the municipalities of Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Marysville, Monroe, Snohomish, Stanwood, Sultan, the Tulalip and Stillaguamish Tribal Communities, and unincorporated Snohomish County

Comprehensive Emergency Management Plan (CEMP)
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A Terrorism (Distribution Limited)
WHEREAS, all citizens and property within Snohomish County are at risk to a wide range of natural, technological, and man-caused hazards; and

WHEREAS, when such an unfortunate event occurs; local, county, state, and federal response agencies must be prepared to respond in a well coordinated manner by developing and using an Incident Command System (ICS) in accordance with the National Incident Management System (NIMS) to protect the public and the natural resources and minimize property damage within the community; and

WHEREAS, this Comprehensive Emergency Management Plan is needed to coordinate the response of emergency personnel and supporting services of all Snohomish County agencies in the event of an emergency or disaster and during the aftermath thereof; and

NOW, THEREFORE, we the undersigned, by virtue of the power and authority vested in us by the laws of this State do hereby adopt the Snohomish County Comprehensive Emergency Management Plan (SC-CEMP), dated December 1, 2013. This plan can be put into action by the undersigned or our designee(s). Named organizations have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan.

IN WITNESS WHEREOF, we have subscribed our signatures;

The Honorable John Lovick, County Executive

Date

John E. Pennington, Director of Emergency Management

Date
Forward

The Snohomish County Comprehensive Emergency Management Plan (SC-CEMP) establishes an all-hazards approach to enhance the County’s ability to manage emergencies and disasters. Its purpose is to save lives; protect public health, safety, property, the economy, and the environment; and foster a return to a normal way of life.

The SC-CEMP was developed through collaborative efforts of the Snohomish County Department of Emergency Management, other Snohomish County departments, public safety agencies, the participating municipalities of Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Marysville, Monroe, Snohomish, Stanwood, Sultan, and the Tulalip and Stillaguamish Tribal Communities, appropriate subject matter experts, and volunteer organizations.

This version, dated December 1, 2013, supersedes all previous editions.

This plan applies to emergency management activities coordinated by the Snohomish County Department of Emergency Management and covers unincorporated Snohomish County, the participating municipalities of Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Marysville, Monroe, Snohomish, Stanwood, Sultan, and the Tulalip and Stillaguamish Tribal Communities.

This CEMP organized in accordance with FEMA’s 2010 Comprehensive Preparedness Guide (CPG) 101 and, as such, is designed to achieve the desired effects outlined in that document.

It assigns responsibilities to organizations and individuals for carrying out specific actions at projected times and places during an emergency that exceeds the capability or routine responsibility of any one agency; sets forth lines of authority and organizational relationships and shows how multi-agency actions will be coordinated; describes how people and property are protected; identifies personnel, equipment, facilities, supplies, and other resources available — within the jurisdiction or by agreement with other jurisdictions; reconciles requirements with other jurisdictions; and identifies steps to address preparedness and mitigation concerns.
## Record of Revision

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I. INTRODUCTION

Purpose

This CEMP is provides a framework for countywide mitigation, preparedness, response, and recovery activities. It establishes the Snohomish County Department of Emergency Management functions and responsibilities of participating departments, agencies, municipalities, organizations, and individuals.

Scope

This plan is activated for major disasters and emergencies that impact Snohomish County and/or region. Procedures for minor emergencies and incidents are covered in respective departmental, agency, or jurisdictions normal operation plans, policies, and procedures.

Snohomish County Department of Emergency Management (SC-DEM) provides emergency management service to the municipalities of Arlington, Darrington, Gold Bar, Granite Falls, Index, Lake Stevens, Marysville, Monroe, Snohomish, Stanwood, Sultan, the Tulalip and Stillaguamish Tribal Communities, and unincorporated Snohomish County.

Emergency Services Coordinating Agency (ESCA) provides emergency management service to the Snohomish County municipalities of Mukilteo, Lynnwood, Mountlake Terrace, Edmonds, Mill Creek, Brier and Woodway.

The City of Everett Office of Emergency Management has the responsibility to respond and direct disaster operations within their municipal borders.

This plan assumes that large scale or catastrophic disasters will require a county-wide approach to coordinated response. In these cases, the aforementioned emergency management jurisdictions will likely consolidate within the organizational framework of SC-EOC.

This plan considers the emergencies and disasters both natural and man-made likely to occur in Snohomish County, as described in the current version of the Snohomish County Natural Hazards Mitigation Plan (SC-NHMP) and associated annexes.

This plan was developed using the 2013 National Planning Frameworks (NPFs) and the 2011 Washington State Comprehensive Emergency Management Plan and establishes the concepts for local emergency plans to follow. This CEMP provides the following:

- A basis for incorporating all individuals and organizations with disaster responsibilities for Snohomish County into the Emergency Operations Plan (SC-EOP).
- A reference framework for Continuity of Government (COG) and Continuity of Operations (COOP).
- A framework for hazard mitigation programs, training and exercises, and response and recovery operations.

Although this Plan shares general emergency management planning concepts with neighboring jurisdictions, it stands alone.
Limitations

The County and other agencies will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, County and local resources and systems may be overwhelmed. The responsibilities and tenets outlined in this CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.

There is no guarantee implied by this CEMP that a perfect response to emergency or disaster incidents will be practical or possible.

Situation Overview

Snohomish County covers 2,090 square miles of varied topography ranging from saltwater beaches, rolling hills and rich river bottom farmlands in the west, to dense forest and alpine wilderness in the mountainous east. 68% of the county land area is forest land, 18% is rural, 9% is urban/city and 5% is agricultural. The average temperatures range from 75°F in July to 33°F in January. Annual precipitation in the western part of the county is 35 inches, but increases sharply as the elevation climbs into the Cascade Mountains (Index, 110-120 inches). The April 1, 2013 total population estimate for Snohomish County was 730,500, according to the State of Washington Office of Financial Management. The unincorporated population estimate is 312,500 and the incorporated (city) population estimate is 418,000.

- Snohomish County is vulnerable to the natural hazards of avalanche, drought, earthquake, flood, landslide, severe storm, tsunami, volcano, and wildland fire.
- Snohomish County is vulnerable to technological (human-caused) hazards associated with dam failure, hazardous materials spills, Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) terrorism, civil disturbances, transportation accidents, and urban fire.
- The Snohomish County Natural Hazards Mitigation Plan (SC-NHMP) is published separately and provides additional information on the potential natural and technological (human caused) hazards throughout the county. The plan provides the basis for this plan and for county agency-specific emergency management plans and procedures. Table 1 provides a summary of these threats based on known risk. The dynamic and/or cascading variables of a disaster may alter this assessment.
- The State of Washington Hazard Identification Vulnerability Assessment (WA-HIVA) is published separately and provides additional information on the potential natural and technological (human caused) hazards throughout the state.
Table 1: County Threat and Vulnerability Assessment

<table>
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<th>Hazard</th>
<th>Potential Magnitude</th>
<th>Frequency of Occurrence</th>
<th>Potential Onset</th>
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<td>Likely</td>
<td>Minimal or no Warning</td>
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<tr>
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<td>6 - 12 hours to &gt;24 hours</td>
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<td>Mass Movement (Slides)</td>
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<tr>
<td>Severe Weather</td>
<td>Limited to Catastrophic</td>
<td>Likely</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>Tsunami &amp; Seiche</td>
<td>Limited</td>
<td>Possible</td>
<td>Minimal or no Warning to &gt;24 hours</td>
</tr>
<tr>
<td>Volcano</td>
<td>Limited to Catastrophic</td>
<td>Possible</td>
<td>&gt;24 hours</td>
</tr>
<tr>
<td>Wildland Fire</td>
<td>Critical</td>
<td>Possible</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>Dam Failure</td>
<td>Limited to Critical</td>
<td>Unlikely</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>HAZMAT Release</td>
<td>Negligible to Limited</td>
<td>Likely</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>Terrorism or Civil Disturbance</td>
<td>Limited to Catastrophic</td>
<td>Likely</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>Epidemic</td>
<td>Limited to Catastrophic</td>
<td>Possible</td>
<td>&gt;24 hours</td>
</tr>
</tbody>
</table>

* Abridged from the Snohomish Natural Hazards Mitigation Plan, September 2010

<table>
<thead>
<tr>
<th>% of County Potentially Affected</th>
<th>Event Frequency</th>
<th>Probable Amount of Warning Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catastrophic - &gt;50%</td>
<td>Highly Likely - Near 100% probability in the next year</td>
<td>Minimal or no Warning</td>
</tr>
<tr>
<td>Critical - 25-50%</td>
<td>Likely - 10-100% probability in the next year, or at least once in the next 10 years</td>
<td>6 - 12 hours</td>
</tr>
<tr>
<td>Limited - 10-25%</td>
<td>Possible - 1-10% probability in the next year, or at least once in the next 100 years</td>
<td>12 - 24 hours</td>
</tr>
<tr>
<td>Negligible - &lt;10%</td>
<td>Unlikely - &lt;1% probability in the next 100 years</td>
<td>&gt;24 hours</td>
</tr>
</tbody>
</table>

**Preparedness Capability**

- Snohomish County has adequate resources to provide information to citizens and businesses through its Preparedness & Outreach Program.
- SC-DEM liaisons conduct regular meetings with department and municipal emergency management liaisons; focusing on disaster preparedness and continuity of government activities.
- Training and exercises are conducted regularly to test planning and preparedness.

**Response Capability**

- Snohomish County has adequate resources in traditional response disciplines (fire, law enforcement, public works, and emergency management) to handle most emergencies. A major large scale or catastrophic disaster will likely require external and federal assistance to aid restoration/recovery efforts.
- A major large scale or catastrophic disaster will likely require external and federal assistance to aid response efforts.
• Traditional response disciplines may be supplemented by other departments and registered emergency workers (volunteers) as the situation dictates.
• Additional resources may be necessary for some situations and may be requested through existing mutual aid agreements and/or statewide mobilization plans (traditionally fire and law enforcement).
• In long-term or catastrophic incidents, interstate resources may be requested under the Emergency Management Assistance Compact (EMAC).
• This plan does not imply any specific response to a major emergency or disaster incident.

Restoration/Recovery Capability

• Snohomish County has adequate resources to restore government services during routine emergencies and limited scope disasters.
• A major large scale or catastrophic disaster will likely require external and federal assistance to aid restoration/recovery efforts.
• If the disaster impacts and damages meet certain qualifying criteria, disaster assistance may become available from the Stafford Act.
• This plan does not imply any specific restoration/recovery priority to a major emergency or disaster incident.

Mitigation Capability

• Snohomish County has an approved Natural Hazards Mitigation Plan (NHMP) that addresses strategies to improve collective hazards resilience to known potential hazards.

Planning Assumptions

Some emergencies or disasters will occur with enough warning that appropriate notification will be achieved to ensure some level of preparation. Other situations will occur with no advanced warning.

Priority of response will be to protect life, public property, the environment, and the economy.

Snohomish County residents, businesses, and industries will need to utilize their own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer.

The County may be unable to satisfy all emergency resource requests during an emergency or disaster. The arrival of state and/or federal assistance may be delayed dependent upon the magnitude of the disaster.

Damage to lifeline infrastructure such as roads, rail, air transportation facilities, ports, seaport terminals, communication systems, and utilities (water, power, gas) may hinder emergency response efforts, as well as impact normal distribution of public/private resources (food, fuel, water, etc.).

Communications systems may be overloaded and/or suffer physical disruption from incident damage and/or loss of staff.

Emergency medical facilities may be overloaded and a shortage of medical supplies may exist.

Large movements of people as displaced persons into and out of Snohomish County will stress all resource systems, particularly infrastructure shelter, food, water, medical, and transportation systems.
Each municipality has the responsibility to respond and direct disaster operations within its borders.

In large-scale incidents / disasters SC-EOC serves as the focal point of coordination with other Local, County, State, and Federal emergency management agencies.

II. CONCEPT OF OPERATIONS

General

It is the responsibility of local government, under the auspices of its elected officials, to mitigate when possible, prepare for, respond to, and recover from incidents that threaten the environment, the lives, livelihood, and property of its citizens.

Snohomish County has established the following priority of response and allocation of resources during an emergency or disaster, the protection of:

- Life
- Property
- The Environment
- The Economy

Non-emergency governmental functions may be suspended to free up staff for emergency operations. Staff may be required to work overtime or out of class. With an emergency declaration normal procurement procedures may be waived to speed up the acquisition of needed equipment or supplies.

Individual departments and in some cases divisions have developed their own procedures for handling emergencies. Each department has both Standard Operating Procedures (SOPs) and Continuity of Operations Plans (COOPs). In addition the County has a Continuity of Government Plan (COG) that will facilitate the continuation of constitutional government in the aftermath of an emergency or disaster.

The county and each municipal government will retain the authority and responsibility for direction and control within its political subdivision of its own disaster operations, use of local resources, and application of mutual aid within its own boundaries utilizing the guidelines found within the 2008 National Incident Management System (NIMS).

Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and other documents will be developed as necessary to assist in the response to emergencies or disasters in the County.

The Snohomish County Department of Emergency Management Emergency Operations Center (SC-EOC), serves as the focal point of emergency management and coordination with/between local jurisdiction EOCs, the state and federal government. All requests for utilization of County assets will be coordinated through SC-EOC.

EOC Operations

The Snohomish County Department of Emergency Management (SC-DEM) and County Emergency Operations Center (SC-EOC) are located at 720 80th St SW, Everett. In the event a disaster renders the facility unusable, operations will shift to an alternate facility designated in the Department's Continuity of Operations Plan (COOP), and/or Mobile EOC (MEOC).
SC-DEM operates a rotational on-call Duty Officer (SC-DO) to receive notifications of an incident on weekends, holidays, and during non-business hours.

During normal business hours notification of an incident comes in directly to a primary DEM staff member or to the DEM-DO. This is usually the first line of response for any emergency that occurs in the county.

When possible, SC-DEM will provide warning of an impending event. When an event or incident occurs, county, municipal, fire districts, law enforcement and other entities shall respond.

The SC-EOC supports County Department, local jurisdiction, and tribal nation operations in response to an emergency or disaster. The primary roles of the SC-EOC are to coordinate, communicate, dispatch and track resources, and to collect, analyze and disseminate information.

There are three levels of SC-EOC activation based on the situation and the need for coordination support; they are:

- **Level I** activation involves minor emergencies and will be primarily staffed from existing emergency management personnel and resources.
- **Level II** activation involves incidents which have special characteristics requiring response by multiple county departments and partner agencies. It requires the acquisition and/or use of special resources and will require support from selected Emergency Support Functions (ESF) and may include overnight operation.
- **Level III** activation involves extraordinary incidents, which require the coordinated response of all levels of government and emergency services in order to save lives and protect property. This level activation will require 24/7 operation and utilization of all ESF personnel.

The decision to activate the SC-EOC is made by the Director of the Department of Emergency Management (DEM), Deputy Director, or the appropriate designee in the DEM line of succession.

The SC-EOC may be activated at the request of outside agencies such as fire districts, public safety answering points (dispatch centers) or other local governments to support their operations, but the decision to officially activate shall be at the direction as noted above under authority to activate.

SC-EOC activation/operations may be initiated either in advance of a threatened emergency, such as a windstorm, or in the immediate aftermath of an unexpected emergency, such as an earthquake. When activated, representatives from stakeholder agencies respond to and operate from the SC-EOC as necessary to coordinate their agency's response with county operations.

If a disaster should exceed any jurisdiction’s capabilities, the chief elected official of that jurisdiction may issue a proclamation of emergency and request additional assistance through the Snohomish County Executive to SC-EOC.

If a disaster should exceed the capabilities of the county, the County Executive may issue a proclamation of emergency and request additional assistance through the Washington State Emergency Operations Center (SEOC) to the Governor.

As the emergent situation stabilizes and the need for coordination and support decreases the SC-EOC will stand down to the next appropriate activation level. The decision to de-activate the SC-EOC shall be at the direction as noted above under authority to activate.
The activities below under each of the noted sections list tasks to prepare, prevent, respond, and mitigate impacts of disasters/incidents. They are not all-inclusive and are listed here to supplement the activities and core capabilities outlined in the May 2013 National Planning Frameworks documents.

**Preparedness Activities**

The *Preparedness* function involves actions taken to encourage a state of readiness in governments, public organizations, the private sector, families, and individuals that provide the capability to prepare for and to survive a disaster or event. These steps may include, but are not limited to:

- Develop operational capabilities and plans to facilitate an effective response.
- Conduct continuous planning studies of potential disaster elements in the county and municipalities.
- Review disaster readiness capabilities and upgrade procedures to accommodate changing emergency management and response technology.
- Encourage and maintain interagency cooperation and coordination of readiness planning.
- Maintain vehicles, equipment, and facilities in a readiness condition.
- Conduct public information programs regarding education and awareness on disaster preparedness and personal survival.
- Review and improve response capabilities by conducting trainings, drills, and exercises.

**Mitigation Activities**

The *Mitigation* function includes capabilities necessary to reduce loss of life and property by lessening the impact of disasters. These steps may include, but are not limited to:

- Develop targeted hazard mitigation plans.
- Maintain and update the Snohomish County Natural Hazard Mitigation Plan (published separately).
- Conduct education and outreach necessary to foster loss reduction and preparedness programs.
- Conduct predictive modeling mitigation efforts countywide to protect critical assets.
- Actively pursue grants and other programs to support the strategic mitigation priorities of Snohomish County.

**Response Activities**

The *Response* function involves the capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred. These steps may include, but are not limited to:

- Take emergency actions to safeguard employee health and safety.
- Take emergency actions to protect life, property, the environment and the economy.
- Conduct personnel roll calls for identification and accountability.
- Implement emergency operations plans.
- Activate the SC-EOC for the coordination of transportation, telecommunications and warning, public works and engineering, firefighting, mass care, health and medical, search and rescue, hazardous materials, food and water, utilities, military support to civilian authorities, recovery.
and restoration, law enforcement, damage assessment, and evacuation and movement of field operations and resources.

**Recovery Activities**

The **Recovery** function involves capabilities necessary to assist communities affected by an incident to recover effectively. These steps may include, but are not limited to:

- Compile damage assessment and fiscal records as requested by the SC-EOC manager in response to state and federal emergency proclamation evaluation and determination.
- Identify minimum resource needs for the resumption of services.
- Determine short and long-term recovery goals.
- Determine and coordinate emergency staffing coverage.
- Identify recovery funding sources.
- Consider crisis intervention and counseling needs of personnel.
- Identify any potential opportunities for future mitigation.
- Conduct post-disaster analysis.
- Revise internal emergency operations plans.

**Prevention Activities**

The **Prevention** function involves actions necessary to avoid, prevent, or stop a threatened or actual act of terrorism within the United States. These steps may include, but are not limited to:

- Provide timely, accurate, and appropriate information relating to known or anticipated terror incidents (Intel & Info Sharing).
- Integrate security design elements in the construction/renovation of buildings/facilities (Interdict & Disrupt).
- Implement security procedures and protocols to identify, discover, or locate threats and/or hazards through surveillance and/or search procedures (Screening, Search, & Detection).
- Preserve and protect physical and digital evidence related to actual or suspected acts of terrorism (Forensics & Attribution).

**Protection Activities**

The **Protection** function involves capabilities necessary to secure the homeland against acts of terrorism, and manmade or natural disasters. These steps may include, but are not limited to:

- Implement guidelines and protocols to verify and control access to sensitive locations, information, and networks (Access Control & ID Verification).
- Implement guidelines and procedures to safeguard information systems and information (Cybersecurity)
- Implement guidelines and procedures to detect, respond to, and report malicious cyber activities (Cybersecurity).
- Implement guidelines and physical security procedures to protect critical infrastructure, materials, systems, and personnel from deliberate efforts to damage or incapacitate (Physical Protective Measures).
• Implement proactive strategies to identify and measure risks based on known or anticipated threats/hazards, and implement appropriate risk reduction strategies (Risk Management for Protection Programs & Activities).
• Implement proactive strategies to increase the security of and resiliency of the supply chain to include methods of production, storage, and transport (Supply Chain Integrity & Security).

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Federal Government

See the National Planning Frameworks (NRFs), May 2013

State Government

See the Washington State Comprehensive Emergency Management Plan (CEMP), June 2011

Local Government

Executive Heads of Municipal and County Government (Mayors and County Executive):

• Preserve the continuity of the executive branch of government.
• Establish policy and make major decisions.
• Inform and warn the public.
• Provide overall direction, manage emergency operations and provide liaison.
• Issue proclamations of emergency and requests for assistance.
• Request additional assistance through SC-EOC.
• Ensure the implementation of emergency response and recovery plans.
• Provide consistent public information in coordination with SC-EOC and the County Joint Information Center (SC-JIC).

Legislative Branch of Municipal and County Government (City and County Councils):

• Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment as provided by law.
• Adopt and enact ordinances/resolutions and appropriate revenue.
• Conduct public hearings and take action to assist in informing the public and to identify emergency needs.

Executive Directors and Department Heads (County, Municipal, or ESF agency where appropriate):

• Establish procedures to ensure the preservation of essential records and data technology, and maintaining the continuity of essential services.
• Determine internal chain of command and succession of authority to ensure continuity of leadership and operations. Department heads will ensure that their identified successors are aware of their emergency responsibilities.
• Designate primary and alternate locations from which to establish internal direction and control of departmental activities.
• Conduct a need and availability assessment. Compile inventory of critical personnel, facilities, and resources. Identify and obtain necessary equipment and supplies to conduct departmental emergency activities.
• Establish policies and procedures for tracking disaster operations, overtime, and other associated costs.
• Make staff available, when requested by the Director of SC-DEM, for appropriate training, planning, exercise design and emergency assignments, such as SC-EOC operations.
• Provide staffing to support SC-EOC operations, damage assessments and/or liaison with other agencies and organizations when requested by the SC-EOC manager.
• Provide accurate emergency contacts with phone and pager numbers to the Director of SC-DEM and update as needed.
• When indicated, activate internal emergency operational procedures. This includes internal communications, conducting a roll-call and accountability of personnel, conducting a damage assessment, evaluating needed resources, and continually communicating this and other related information to the SC-EOC manager.
• Funnel any emergency information intended for the public through the SC-JIC.
• Compile damage assessment and fiscal records as requested by SC-EOC manager in response to state and federal emergency proclamation evaluation and determination.
• Establish mutual aid agreements, memoranda of understanding, contracts and other relationships to maintain departmental emergency operations.
• Conduct a post-disaster analysis of departmental emergency activities and make necessary revisions to internal emergency operations plan.
• Any and all costs related to the listed and other emergency activities, will be the responsibility of the respective county department or ESF agency.

Snohomish County DEM:

• Act as the sole point of contact for requesting disaster assistance from other governmental agencies (except mutual aid). Municipalities are responsible for utilizing DEM for all requests to state and federal entities.
• Coordinate/consolidate damage assessment, incident, or disaster analysis reports, as necessary.
• Warn the public of impending disasters and provide adequate instructions before, during, and after emergencies.
• Coordinate reconnaissance and field operations teams.
• Provide public information and education as it pertains to disaster preparedness, response, and mitigation.
• Coordinate the use of all available resources.
• Maintain current standard operating procedures for SC-EOC disaster responsibilities.
• Coordinate Emergency Alert System (EAS) messaging and activation in the event of impending disasters and/or emergencies.

Other Agencies, Sectors, and Individuals

Nongovernmental and Volunteer Organizations

• Training and managing volunteer resources.
• Identifying shelter locations and needed supplies.
• Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
• Identifying those whose needs have not been met and helping coordinate the provision of assistance.

Private Sector

• Planning for the protection of employees, infrastructure, and facilities.
• Planning for the protection of information and the continuity of business operations.
• Planning for responding to and recovering from incidents that impact their own infrastructure and facilities.
• Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
• Developing and exercising emergency plans before an incident occurs.
• Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
• Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

Citizens

• Reducing hazards in and around their homes to reduce the amount of damage caused by an incident.
• Preparing a personal emergency supply kit and household emergency plan to include supplies for household pets and service animals. Be prepared to utilize own resources and be self-sufficient following a disaster for a minimum of seven days and possibly longer.
• Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open to response personnel, and reduce demands on landline and cellular communication.
<table>
<thead>
<tr>
<th>Emergency Support Function</th>
<th>Primary Tasks (not all inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESF-1 Transportation</td>
<td>Monitor, assess, and report the status of transportation systems and infrastructures. Coordinate temporary alternative transportation solutions. Coordinate restoration and recovery of transportation systems and infrastructures.</td>
</tr>
<tr>
<td>ESF-4 Fire Service</td>
<td>Coordinate public fire and life safety services. Support to wildland, rural, and urban firefighting operations.</td>
</tr>
<tr>
<td>ESF-5 Emergency Management</td>
<td>Coordination of incident management and response efforts. Information collection, analysis, and planning for emergent operations.</td>
</tr>
<tr>
<td>ESF-6 Mass Care, Housing, and Human Services</td>
<td>Mass Care (non-medical), feeding, and sheltering of persons displaced by a disaster. Emergency assistance including registration, tracking, and reunification of families, support to medical shelters, coordination of donated goods &amp; services, coordination of voluntary agency assistance. Disaster housing assistance. Human services - crises counseling, special needs case management, referral to state and federal assistance programs.</td>
</tr>
<tr>
<td>ESF-7 Logistics &amp; Resource Support</td>
<td>Provision of logistic support to include facility space, equipment, supplies, and contracting.</td>
</tr>
<tr>
<td>ESF-8 Public Health &amp; Medical</td>
<td>Assessment and support of public health and medical needs. Mental health services. Mass causality / fatality management.</td>
</tr>
<tr>
<td>ESF-9 Search &amp; Rescue</td>
<td>Search and rescue operations (all environments).</td>
</tr>
<tr>
<td>ESF-10 Hazardous Materials Response</td>
<td>Coordination of response to oil and hazardous materials spills/incidents.</td>
</tr>
<tr>
<td>ESF-12 Utilities</td>
<td>Energy and utility sector coordination. Assessment, repair, and restoration of energy and public utilities.</td>
</tr>
<tr>
<td>ESF-13 Public Safety</td>
<td>Law Enforcement, public safety, and security support. Support to access, traffic, and crowd control.</td>
</tr>
<tr>
<td>ESF-14</td>
<td>Rescinded by Federal Government</td>
</tr>
<tr>
<td>ESF-15 Public Affairs</td>
<td>Emergency public information and protective action guidance. Media and community relations.</td>
</tr>
<tr>
<td>ESF-20 Military Support to Civil Authorities</td>
<td>Coordination of support from military departments to civil authorities.</td>
</tr>
</tbody>
</table>
IV. DIRECTION, CONTROL, AND COORDINATION

Direction

The chief elected official(s) and policy group are responsible for establishing objectives and policies for emergency management and providing general guidance for disaster response and recovery operations. During disasters, [he/she] may carry out those responsibilities from the jurisdiction’s EOC.

On behalf of the Snohomish County Executive, the Director of Emergency Management is responsible for coordinating the emergency management program.

Emergency response at an incident site will be managed by the on-scene Incident Commander (IC), assisted by a staff sufficient for the tasks to be performed, that have jurisdiction.

- On-scene incident management will fall under the jurisdiction of the local department best qualified to conduct and control operations.
- The department’s senior representative at the scene should become the on-scene IC and will be responsible for overall response operations, usually fire or law enforcement officers.

Control

During emergency operations, department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment should carry out mission assignments directed by the Incident Commander.

Each department and agency is responsible for the operations of the individual departments during any emergency or disaster. Each department has developed its own lines of authority, direction and control. Because emergency operations will normally parallel or reflect the departments’ everyday operations, these lines of authority will usually be maintained through emergency operations.

During emergency situations, certain agencies may relocate their center of control to the jurisdiction’s EOC. During large scale emergencies, the EOC may become the seat of government during the duration of the crisis. However, in some situations it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary location.

The chief elected official for a municipal jurisdiction may declare a “Proclamation of Emergency” to expedite access to resources needed to cope with the incident.

Coordination

In Snohomish County there are 20 municipalities, two tribal nations, numerous military installations, school districts, utility districts, special purpose districts, and other various areas under federal, state, local, or private jurisdictional control.

Snohomish County prepares for emergency operation coordination with other entities by maintaining communication lines on a day-to-day basis, being a signatory to MOAs, and other similar documents that support inter-agency cooperation.

Those municipalities and tribal nations that contract for emergency management services with the County are assisted on a regular basis through education programs, training, and planning assistance.
This assistance creates relationships that assist the coordination of operations and resource distribution in emergencies.

When further resources are needed, beyond those locally available within the County, SC-EOC will contact the state through the SEOC to request further resource support. The SEOC will then attempt to find resources either within the state or if that fails it will coordinate with federal agencies for assistance from other areas of the country.

There are occasional situations where a federal agency will coordinate response activities directly with a county or local agency due to the necessity of immediate support.

**Incident Command – EOC Interface**

When the EOC is activated, it is essential to establish a division of responsibilities between the incident command post(s) and the EOC. A general division of responsibilities is outlined below:

The **Incident Commander** is generally responsible for field operations, including:

- Isolating the scene.
- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- Warning the population in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
- Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC.

The **EOC** is generally responsible for:

- Multi-agency coordination and incident command support
- Coordination/Implementation of policy decisions that protect life and property and disseminating those decisions to all concerned agencies and individuals
- Assembling accurate information on the emergency situation and current resource data to allow local officials to make informed decisions on courses of action.
- Working with representatives of emergency services to determine and prioritize required response actions and coordinate implementation.
- Requesting assistance from the State and other external sources.
- Providing resource support for emergency operations.

**V. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

**Purpose**

The accurate and timely collection, analysis, and sharing of information is critical in developing situational awareness during an emergency or disaster.

This information should result in creating a Common Operating Picture (COP) of the emergent situation from which appropriate response can be formulated.
Information transfer may be by phone, radio, television, internet, social networking, or even runner. In an emergency situation, Snohomish County will collect and disseminate information by whatever method is available.

Agency operation centers and the SC-EOC all need updated information to assess whether the needs of field operatives is being met. Without this information they are unable to assist, reinforce or resupply the needs of the Incident Commanders (ICs). Conversely, ICs and other field personnel need to know when they can expect further support.

The SC-EOC actively collects information concerning the situation throughout the county from citizen calls to the call center, reports from independent agencies, and the media. All of these help in the initial response, delegation of resources, support to citizens, and in positioning the damage survey teams.

Dissemination of general information to citizens is done both through the call center (when activated), on-line web pages, and through the media.

Emergency information may also be disseminated by the Emergency Alert System (EAS) and NOAA Weather Radio. In addition, using Emergency Telephone Notification (ETN), information can be directly sent to households, businesses and cell phones from small specifically targeted areas to the entire county with critical information.

Information Reporting Requirements

Essential Elements of Information (EEI) represent a comprehensive list of impact related information needed by SC-EOC from municipal EOCs, departmental operations centers, and incident command sites to develop situational awareness and create a Common Operating Picture (COP).

EEI items are normally required for both emergency response and recovery and include:

- Boundaries of the disaster area
- Social, economic, political, environmental impacts
- Jurisdictional boundaries
- Status of transportation systems
- Status of communications systems
- Access points to the disaster area
- Status of operating facilities
- Hazard-specific information
- Weather data affecting operations
- Status of critical facilities
- Status of aerial reconnaissance activities
- Status of key personnel
- Status of EOC/ESF activation
- Status of disaster or emergency declarations
- Major issues/activities of ESFs
- Resource shortfalls
- Overall priorities for response
- Status of upcoming activities
• Donations
• Historical information

Additional Essential Elements of Information for **Seismic Event**:

• Seismic or other geophysical information
• Area of ground shaking
• Area of liquefaction
• Landslide/mudslide areas

Additional Essential Elements of Information for **Flood Event**:

• Status of rivers/tidal areas
• Number and sufficiency of sandbag inventory
• Amount and sufficiency of potable water/food stuffs

Additional Essential Elements for **Hazardous Materials Incident**:

• The chemical agent(s) in question
• The extent of any release
• Affected areas
• Plume prediction
• Protective action recommendations/decisions

The Essential Elements of Information list should not be considered all inclusive, and other information may be required based on the situation.
The following table lists information requirements, sources, and reporting frequency common to emergencies or disasters. This list should not be considered all inclusive or other information may be required based on the situation.

<table>
<thead>
<tr>
<th>Information Collection Matrix – General Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is Needed</strong></td>
</tr>
<tr>
<td>Incident Summary</td>
</tr>
<tr>
<td>Incident Needs</td>
</tr>
<tr>
<td>Major Issues/Activities</td>
</tr>
<tr>
<td>Personnel Accountability</td>
</tr>
<tr>
<td>Communications System Status</td>
</tr>
<tr>
<td>Evacuation or Relocation</td>
</tr>
<tr>
<td>Facility Damage Assessment</td>
</tr>
<tr>
<td>Utility Status</td>
</tr>
<tr>
<td>Transportation &amp; movement damage assessment</td>
</tr>
<tr>
<td>Department Continuity of Operations</td>
</tr>
<tr>
<td>Shelter Requirements</td>
</tr>
<tr>
<td>Casualty Summary (deceased, missing, injured)</td>
</tr>
<tr>
<td>Status of disaster or emergency declarations</td>
</tr>
</tbody>
</table>
The following table lists information reporting requirements, sources, and frequency common to emergencies or disasters. This list of reports should not be considered all inclusive or other information may be required based on the situation.

<table>
<thead>
<tr>
<th>Information Reporting Requirements</th>
<th>Frequency</th>
<th>Comes From</th>
<th>Reported To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Snapshot (ISNAP)</td>
<td>Within 4 hours of a catastrophic event</td>
<td>Municipal and Agency Operations Centers</td>
<td>Municipal EOC to County EOC</td>
</tr>
<tr>
<td>Situation Report (SITREP)</td>
<td>Daily</td>
<td>Municipal and Agency Operations Centers</td>
<td>Municipal EOC to County EOC</td>
</tr>
<tr>
<td>Resource Request(s)</td>
<td>As Needed</td>
<td>Incident Commanders</td>
<td>Department/Agency Operations Center(s) to Municipal EOC to County EOC to State EOC</td>
</tr>
<tr>
<td>Preliminary Damage Assessment for Public Assistance (PA)</td>
<td>As directed, usually once a day or operational period</td>
<td>Municipal / County Departments/Agencies</td>
<td>Municipal EOC to County EOC</td>
</tr>
<tr>
<td>Preliminary Damage Assessment for Individual Assistance (IA)</td>
<td>As directed, usually once a day or operational period</td>
<td>Individuals / Businesses</td>
<td>Municipal EOC to County EOC</td>
</tr>
<tr>
<td>Local Proclamation of Emergency</td>
<td>Once per major disaster event</td>
<td>Municipal / County Executive Leadership</td>
<td>County EOC to State EOC</td>
</tr>
<tr>
<td>Supplemental Justification</td>
<td>Once per major disaster event</td>
<td>Municipal/County/Agency Operations Centers</td>
<td>County EOC to State EOC</td>
</tr>
</tbody>
</table>

VI. COMMUNICATIONS

Communications utilized during emergency and disaster operations will include all systems now in use by all response agencies and emergency support units, provided they are available. Agency two-way radio communications will be the primary means of communication used to direct, control, and coordinate emergency operations. Telephones and amateur radio systems will be used to support communications, when necessary and available.

Fire/Rescue, EMS, and Law Enforcement communications are integrated with the 911 Emergency Dispatch Centers - Snohomish County Police Staff and Auxiliary Services Center (SNOPAC) and Southwest Snohomish County Communications Agency (SNOCOM). SNOPAC and SNOCOM are the primary Public Safety Answering Points (PSAPs) and emergency calls for service are received by the 911 Centers and dispatched to the appropriate public safety agencies.

The SC-EOC has a fully functional and operational amateur radio capability through a collaborative agreement with the Snohomish County Auxiliary Communication Service (ACS). Additionally the County has mobile communication vehicles and field teams that may be deployed to support communications requirements.
VII. ADMINISTRATION, FINANCE, AND LOGISTICS

Administration

Each department through their individual SOPs has determined the basic structure of their department’s operations. Departments will attempt to maintain administrative and operational continuity as much as possible.

The possibility of shift changes, scheduling overtime, working staff out of class, hiring temporary workers and letting contracts for work while they may only occasionally be done, are all part of the normal processes that county departments are accustomed to using.

The decision to make these additions to the regular department operations is determined by the severity of the incident and the need for individual departments to respond. Not every emergency or disaster requires the activation of all departments’ emergency operations plans.

Depending on the size of the disaster and the departments involved, non-essential administrative activities may be suspended. Departmental essential activities should be identified in the individual department’s COOPs.

All organizations with disaster responsibilities shall establish and maintain files of disaster related directives and forms. Documentation at a minimum should describe/summarize actions taken, resources expended, economic/human/environmental impacts, and lessons learned.

Reports may be requested by SC-EOC from local jurisdictions and agencies in order to provide local, state, and federal officials with information concerning the nature, magnitude, and impact of the disaster. These reports may be necessary to evaluate response options and in allocating resources on a priority basis.

SC-EOC may be requested by the SEOC to provide specific reports and SC-EOC may, in turn, request the information from local jurisdictions and agencies. These reports include, but are not limited to:

- Situation Reports
- Proclamations of Emergency
- Requests for Assistance
- Damage Assessment Reports
- After Action Review (AAR) comments

Executive heads of local political subdivisions may command the service and equipment of citizens under the provisions and limitations of RCW 38.52.110 (2).

Emergency workers utilized as outlined in Chapter 38.52 RCW shall be granted liability insurance coverage provided they meet all legal provisions as stated in Chapter 118-04 WAC.

Finance

Emergency expenditures are not normally integrated into the budgeting process of local governments. However, disasters may occur which require substantial and necessary unanticipated obligations and expenditures. The following statutes cover the financing of emergency response and recovery actions:
- Counties: RCW 36.40.180 and 36.40.190
- Cities with populations under 300,000: RCW 35.33.081 and 35.33.101
- Municipal and county governments are authorized to contract for construction or work on a cost basis for emergency services by RCW 38.52.390.

Records shall be kept so disaster related expenditures and obligations of the county, cities, and towns can be readily identified from regular or general programs and activities.

Each county department, agency, and jurisdiction is responsible for tracking, compiling and submitting accurate and complete disaster-related expenditures to the SC-EOC throughout the response and recovery period. These will be used to assist with the development of the Supplemental Justification and the Preliminary Damage Assessments that go to the state to aid in the state’s application for federal assistance under the Stafford Act.

Disaster-related expenditures and obligations of the county, cities, and towns may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities and infrastructure after a Major Disaster Declaration by the President or under the statutory authority of certain federal agencies.

Audits of the county’s, cities’ and towns’ disaster-related emergency expenditures will be conducted in the course of normal audits of state and local records. Audits of projects approved for funding with federal disaster assistance funds are necessary at project completion to determine the propriety and eligibility of the costs claimed by the applicant. The federal government conducts these audits.

**Logistics**

Coordination for maximum utilization of a limited supply of disaster-related resources is a primary duty of SC-EOC.

Each department of the county and each municipality shall keep a current inventory of all resources. This inventory shall be provided to SC-EOC upon request and updated as necessary. Emergency resource information should include procedures/guidelines and points of contact to facilitate rapid acquisition of needed resources.

Departments/agencies responding to emergencies and disasters should first use their available resources. Scarce resources should be allocated according to established priorities and objectives of the EOC.

All departments/agencies are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency proclamation. Items that are not accounted for, or that are placed in local government inventory as an asset may not be eligible for reimbursement.

The executive heads of local political subdivisions “are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies” of their political subdivision and “all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the emergency management organizations of the state upon request notwithstanding any other provision of law.” (RCW 38.52.110 (1))
VIII. PLAN DEVELOPMENT AND MAINTENANCE


A core of nine Department of Emergency Management staff members reviewed and revised the 2009 document to reflect the changes in hazards, environment, population, laws and regulations, and organizational structure, as well as requirements outlined in CPG 101. Individual sections and ESFs were assigned and then sent to various departments and agencies for review and revision. As comments were received, they were incorporated into the final plan.

Different portions of this plan will be tested during yearly exercises conducted by the County. As needed changes are noted, they will be incorporated and revisions sent to the relevant agencies. In addition, after emergencies or disasters where sections of the plan are implemented, recognized problems, either internal or external to the plan will be evaluated and changes made to the plan if necessary. Finally, every four years the entire plan will be reevaluated. Sections will be sent to agency personnel for review and revision. Changes will be incorporated and a revised plan promulgated.

IX. AUTHORITIES AND REFERENCES

Authorities

- DHS/FEMA National Planning Frameworks (NPFs) of 2013, as amended.
- Public Law 96-342, “Improved Civil Defense.”
- Snohomish County Continuity of Government Plan (COG)
- Snohomish County Continuity of Operations Plans (COOP)

References

- DHS/FEMA National Planning Frameworks
- DHS/FEMA Comprehensive Planning Guide CPG 101
- Washington State Comprehensive Emergency Management Plan
- Washington State Emergency Operations Plan
- Washington State Supplement to CPG 101
- Snohomish County Natural Hazards Mitigation Plan
- Mount Baker/Glacier Peak Coordination Plan
Appendix 1 – Acronyms

ARC American Red Cross
ACS Auxiliary Communication Service
BPA Bonneville Power Administration
CEMP Comprehensive Emergency Management Plan
CERT Community Emergency Response Team
CFR Code of Federal Regulations
DEM Department of Emergency Management
DRC Disaster Recovery Center
EAS Emergency Alert System
EMD Emergency Management Division
EMS Emergency Medical Services
EOC Emergency Operations Center
ESCA Emergency Services Coordinating Agency
ESF Emergency Support Function
FAA Federal Aviation Administration
FCO Federal Coordinating Officer
FEMA Federal Emergency Management Agency
HAZMAT Hazardous Materials
HIVA Hazardous Identification and Vulnerability Assessment
ICS Incident Command System
JFO Joint Field Office
LEPC Local Emergency Planning Committee
MSCA Military Support to Civil Authorities
NAWAS National Warning System
PIO Public Information Officer
SAR Search and Rescue
SARA Superfund Amendments and Reauthorization Act of 1986 -- Title III of SARA includes detailed provisions for community planning and is known as the Emergency Planning and Community Right-to-Know Act (EPCRA)
SCO State Coordinating Officer
SEOC Washington State Emergency Operations Center
SOP Standard Operating Procedure
SITREP Situational Report
USAR Urban Search and Rescue
VOAD Voluntary Organizations Active in Disasters
WMD Weapons of Mass Destruction

Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.
Appendix 2 – Definitions

**Biological Agents:** The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

**Chemical Agents:** The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

**Consequence Management:** FEMA defines consequence management as measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses and individuals affected by the consequences of terrorism.

**Crisis Management:** The FBI defines crisis management as measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Damage Assessment:** Estimation of damages made after a disaster has occurred which serves as the basis of the County Executive’s request to the Governor for a Declaration of Emergency or major disaster.

**Disaster Analysis:** The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

**Emergency:** “Any tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 93-288)

**Emergency Alert System:** Consists of broadcasting stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

**Emergency Operations Center (EOC):** A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders.

**Emergency Protective Measures:** Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

**Emergency Management:** The preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to minimize injury and repair damage resulting from disasters caused by natural or man-made causes.

**Emergency Operations Plans:** Those plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

**Emergency Worker:** Any person who is registered with a state or local emergency management organization and holds an identification card issued by the state or local emergency management director for the purpose of engaging in authorized emergency management, or who is an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency tasks.

**Individual Assistance:** Financial or other aid provided to private citizens to help alleviate hardship and suffering, and intended to facilitate resumption of their normal way of life prior to disaster.
Hazards Identification & Vulnerability Analysis (HIVA): Assessment natural and technological (man-made) hazards in Snohomish County and is the initial step in the emergency management process that leads to mitigation against, preparedness for, response to, and recovery from hazards.

Joint Field Office: A center set up in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for the programs for which they are eligible. The Disaster Recovery Center will house representatives of the federal, state, and local agencies that deal directly with the needs of the individual victim.

Joint Information Center (JIC): A facility that is used by the affected jurisdiction to jointly coordinate the public information functions during an emergency.

Major Disaster: “Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm drought, fire, explosion or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency management by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.” (Public Law 93-288)

National Warning System (NAWAS): The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the FEMA National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding and other activities that affect public safety.

Preliminary Damage Assessment (PDA): The joint local, state and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The Preliminary Damage Assessment is documented through surveys, photographs, and other written information.

Preliminary Damage Assessment Team: An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state and local representatives to do an initial damage evaluation of sites damaged.

SARA TITLE III: A major section of the Superfund Amendments and Reauthorization Act entitled the "Emergency Planning and Community Right-to-know Act of 198." Law that requires the establishment of state and local planning jurisdictions, State Emergency Response Commissions (SERC) and Local Emergency Planning Committees (LEPC) and to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public know as TIER II reports.

Standard Operating Procedure (SOP): A ready and continuous reference to those roles, relationships and procedures within an organization which are used for the accomplishment of broad or specialized functions which augment the Emergency Operations Plan.

Terrorist Incident: The FBI defines a terrorist incident as a violent act, or an act dangerous to human life, in violation of the criminal laws of the United States or of any State, to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Tsunami: A huge wave caused by a sub-marine disturbance, such as an earthquake or volcanic eruption.

Weapons of Mass Destruction (WMD): Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or...
incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

**Utility:** Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

**Voluntary Organizations Active in Disasters (VOAD):** Any chartered or otherwise duly recognized tax exempt local, state, national organization or group, which has provided, or may provide services to the state, local governments, or individuals in a major disaster or emergency.

Note: The above list is not intended to be all encompassing - additional definitions, glossary, and reference material are part of most cited supporting publications.
Appendix 3 – Training & Exercise

### Purpose

The purpose of the Snohomish County Training and Exercise Program is to guide the department’s training and exercise efforts in a manner that focuses on maintaining or improving core capabilities. It is representative of the natural progression of training and exercises outlined by the HSEEP Progressive Exercise Cycle approach.

### Scope

This appendix outlines the Training and Exercise Program (TEP) supported by the County’s Department of Emergency Management. These include T&E activities for:

- other Snohomish County departments
- our ILA-affiliated jurisdictions
- In addition, when requested, Snohomish County DEM endeavors to support the T&E efforts of our partners in Homeland Security Region #1, the Seattle Urban Area Security Initiative and Regional Catastrophic Planning Grant Program footprints, and the Washington Military Department’s Emergency Management Division.

### Training and Exercise Strategy

Our training and exercise strategy’s foundation is the guidance established in federal doctrine (such as the NIMS Training Program, the National Preparedness Goal, and the Homeland Security Exercise and Evaluation Program). To this we overlay any additional requirements including grant compliance, State and Regional priorities, and ultimately those developed through the processes outlined earlier in this document.

Strategically, our intent is to meet these requirements in a straightforward, common-sense way by collaborating with our partners to ensure the most efficient use of resources.

### Training Program

Snohomish County DEM strives to deliver or facilitate the delivery of the courses that support the following components of our training program.

**NIMS Incident Command and Management Training.** The Snohomish County training program adheres to the guidance outlined in the 2011 NIMS Training Program; specifically that “Organizations should use their jurisdictions’ hazard/threat analyses to determine the ‘types’ of incidents most likely to occur and tailor their NIMS training to meet their needs” (DHS, 2011).
**FEMA Professional Development Series (PDS).** The PDS includes seven Emergency Management Institute (EMI) independent study courses that provide a well-rounded set of fundamentals for those in the emergency management profession. Because these courses are available online, free-of-charge, our PDS training strategy is not to offer classroom delivery of any PDS courses unless there is a compelling reason (e.g. complete lack of internet access) to do otherwise.

**Emergency Management Institute (EMI).** Snohomish County’s T&E coordinator advises, assists, and processes applications for individuals to attend in-residence and locally-delivered training offered by EMI and/or WA EMD. Priority for these courses are those that improve core capabilities or are applicable to completion of FEMA’s Advanced Professional Series (APS).

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**Exercise Program**

Exercise program management is the process of overseeing and integrating a variety of exercises over time. An effective exercise program helps maximize the efficient use of resources by ensuring that exercises are part of a coordinated, integrated approach to building, sustaining, and delivering core capabilities. Through effective exercise program management, each exercise becomes a supporting component of a larger exercise program with overarching priorities.

The Snohomish County exercise program is guided by three overarching priorities:

- Maintain an integrated, HSEEP-compliant exercise program that incorporates existing exercise programs and fulfills our EMPG grant requirement of four annual exercises (including one FSE).
- Conduct exercises that align with our identified priority capabilities; identify process and system improvements; and enhance the County’s overall preparedness.
- Provide exercise technical assistance and support to our ILA-affiliated jurisdictions’ exercise efforts.

The primary proponent for our program is the Homeland Security Exercise and Evaluation Program (HSEEP). It is intended to enhance consistency in exercise conduct and evaluation while ensuring exercises remain a flexible, accessible way to improve our preparedness across the nation. HSEEP uses a common methodology for planning and conducting individual exercises. This methodology applies to exercises in support of all national preparedness mission areas. A common methodology ensures a consistent and interoperable approach to exercise design and development, conduct, evaluation, and improvement planning, as depicted in the adjacent figure.

The four phases of the HSEEP cycle include Design and Development, Conduct, Evaluation, and Improvement Planning; each of which is described below:

- **Design and Development.** In designing and developing individual exercises (see Appendix C for definitions), exercise planning team members are identified to schedule planning meetings, identify and develop exercise objectives, design the scenario, create documentation, plan exercise conduct and evaluation, and coordinate logistics.
• **Conduct.** After design and development activities are complete, the exercise is ready to occur. Activities essential to conducting individual exercises include preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities.

• **Evaluation.** Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives, and identifies and documents strengths and areas for improvement relative to core capabilities.

• **Improvement Planning.** During improvement planning, the corrective actions identified during individual exercises are tracked to completion, ensuring that exercises yield tangible preparedness improvements. An effective Corrective Action Program (CAP) develops IPs that are dynamic documents, which are continually monitored and implemented as part of the larger system of improving preparedness.

### Exercise Types

#### General

A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Regardless of exercise type, each exercise within the progressive series is linked to a set of common program priorities and designed to test associated capabilities. Further, by defining training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

This progressive approach, with exercises that build upon each other and are supported at each step with training resources, will ensure that organizations do not rush into a full-scale exercise too quickly. Effective planning of exercises and integration of the necessary training will reduce the waste of limited exercise resources and serve to address known shortfalls prior to the conduct of the exercise. The different types of exercises that may be included in the multi-year plan are described in the following sections.

#### Discussion-Based Exercises

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new, plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

##### Seminars

Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for entities that are developing or making major changes to existing plans or procedures. Seminars can be similarly
helpful when attempting to assess or gain awareness of the capabilities of interagency or inter-jurisdictional operations.

**Workshops**

Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product. Effective workshops entail the broadest attendance by relevant stakeholders.

Products produced from a workshop can include new standard operating procedures (SOPs), emergency operations plans, continuity of operations plans, or mutual aid agreements. To be effective, workshops should have clearly defined objectives, products, or goals, and should focus on a specific issue.

**Tabletop Exercises (TTX)**

A TTX is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

During a TTX, players are encouraged to discuss issues in depth, collaboratively examining areas of concern and solving problems. The effectiveness of a TTX is derived from the involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTXs can range from basic to complex. In a basic TTX (such as a Facilitated Discussion), the scenario is presented and remains constant—it describes an emergency and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the facilitator; problems are discussed as a group; and resolution is reached and documented for later analysis.

In a more advanced TTX, play advances as players receive pre-scripted messages that alter the original scenario. A facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Players discuss the issues raised by each problem, referencing established authorities, plans, and procedures for guidance. Player decisions are incorporated as the scenario continues to unfold.

During a TTX, all participants should be encouraged to contribute to the discussion and be reminded that they are making decisions in a no-fault environment. Effective TTX facilitation is critical to keeping participants focused on exercise objectives and associated capability targets.
Games

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation. Games explore the consequences of player decisions and actions. They are useful tools for validating plans and procedures or evaluating resource requirements.

During game play, decision-making may be either slow and deliberate or rapid and more stressful, depending on the exercise design and objectives. The open, decision-based format of a game can incorporate “what if” questions that expand exercise benefits. Depending on the game’s design, the consequences of player actions can be either pre-scripted or decided dynamically. Identifying critical decision-making points is a major factor in the success of evaluating a game.

Operations-Based Exercises

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

Drills

A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter. Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in an FSE.

For every drill, clearly defined plans, procedures, and protocols need to be in place. Personnel need to be familiar with those plans and trained in the processes and procedures to be drilled.

Functional Exercises (FE)

FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.
FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished. Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

**Full-Scale Exercises (FSE)**

FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred. The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.

The level of support needed to conduct an FSE is greater than that needed for other types of exercises. The exercise site for an FSE is usually large, and site logistics require close monitoring. Safety issues, particularly regarding the use of props and special effects, must be monitored. Throughout the duration of the exercise, many activities occur simultaneously.

**Responsibilities**

**Snohomish County Department of Emergency Management**

- Develop and manage the county training program to support emergency management activities.
- Develop and manage the county exercise program to test the preparedness of county, local, tribal and private sector entities as appropriate.
- Provide emergency and disaster-related training and orientation to county and local officials to familiarize them with emergency or disaster-related responsibilities, operational concepts and procedures.

**County Agencies**

- Conduct employee and employee family preparedness training to enhance the agency’s ability to provide essential public services after an emergency or disaster and support the disaster response and recovery mission.
- Train and exercise agency continuity of government and operations plans as well as preparedness, response, recovery and restoration activities as part of an agency comprehensive emergency management program.
• Train staff to provide agency and local disaster response, as required by applicable RCW.
• Train staff to ensure capability to meet the requirements of assigned primary and/or support ESF responsibilities within the County EOC and as outlined by the Basic Plan.
• For agencies with internal operational centers, ensure their staffs are trained to provide a coordinated agency and County EOC response.
• Provide applicable preparedness training to local government counterparts.
• Establish or participate in an exercise program designed to test plans, processes, systems, and staff knowledge in order to minimize the impacts of an emergency or disaster.

Municipal and Tribal

• Ensure the public safety and welfare of its citizens with preparedness training and applicable exercises.
• Ensure a trained response force is available to meet the challenges of the most likely disasters to affect the community and produce the greatest loss.
• Ensure the local chief elected official(s) and local agency executive is knowledgeable of his or her emergency responsibilities. This includes the enactment of extraordinary powers under local ordinances in response to a disaster.
• Determine training and exercise needs on the basis of capabilities assessments as part of capabilities-based planning.
• Ensure local leadership has the tools and training to provide key public messaging appropriate to the level of disaster.
• Ensure trained staff is able to coordinate, request, procure, negotiate or acquire resources to support the response and recovery activities.

Non-governmental and Voluntary Organizations

• Identify disaster response related capabilities needed to meet organizational roles and responsibilities and support training and exercise programs necessary to produce required capabilities.
• Provide support to emergency support functions like ESF 3 - Public Works and Engineering, ESF 6 - Mass Care, Emergency Assistance, Housing and Human Services and ESF 11 - Agriculture and Natural Resources supporting communities and economic recovery.
• Provide trained support staff to the state EOC to assist in disaster response and recovery.
• Coordinate and manage a network of volunteers and volunteer agencies through facilitated training and exercises.
• Enhance preparedness through participation in county and local exercises. Encourage local and tribal participation in non-governmental and voluntary organizational training and exercises.

Private Sector

• Support training for the staffs of critical infrastructure agencies, utilities, businesses and distribution system to enhance prevention, protection, disaster response, and long-term recovery capabilities.
• Provide trained support to the county EOC to enhance disaster response and recovery capabilities.
• Provide support to emergency support functions focused on the recovery of communities and the economy, e.g., ESFs 2-Communication, 6-Mass Care, 10- Hazardous Materials Response and 15-External Affairs.
• Conduct exercises to test interdependencies, communication, protocols and processes supporting community response and long-term recovery.
• Participate in county and local exercises to enhance preparedness. Encourage county, local and tribal participation in business, private sector and/or industrial training and exercises.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

DOMESTIC VIOLENCE INVESTIGATION
DOMESTIC VIOLENCE INVESTIGATION

1. POLICY

The purpose of this policy is to establish clear procedures for the investigation of domestic violence and to ensure that all orders for protection are properly served and enforced. Deputies shall respond to domestic violence as they would to any other crime. However, the relationship between the victim and the accused creates additional responsibilities. Deputies must provide special assistance, including efforts to protect and inform the victim of domestic violence services available to them. Personnel must also be aware of various protection orders, mandatory arrest rules and investigative procedures related to domestic violence. This policy was prepared to assist personnel with these tasks.

2. DEFINITIONS

2.1 DOMESTIC VIOLENCE

As defined in RCW 26.50.010 (1), Domestic violence” means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

IN ADDITION:

As defined by RCW 10.99.020 (3) “Domestic violence” includes but is not limited to any of the following crimes when committed by one family or household member against another:

(a) Assault in the first degree (RCW 9A.36.011);
(b) Assault in the second degree (RCW 9A.36.021);
(c) Assault in the third degree (RCW 9A.36.031);
(d) Assault in the fourth degree (RCW 9A.36.041);
(e) Drive-by shooting (RCW 9A.36.045);
(f) Reckless endangerment (RCW 9A.36.050);
(g) Coercion (RCW 9A.36.070);
(h) Burglary in the first degree (RCW 9A.52.020);
(i) Burglary in the second degree (RCW 9A.52.030);
(j) Criminal trespass in the first degree (RCW 9A.52.070);
(k) Criminal trespass in the second degree (RCW 9A.52.080);
(l) Malicious mischief in the first degree (RCW 9A.48.070);
(m) Malicious mischief in the second degree (RCW 9A.48.080);
(n) Malicious mischief in the third degree (RCW 9A.48.090);
(o) Kidnapping in the first degree (RCW 9A.40.020);
(p) Kidnapping in the second degree (RCW 9A.40.030);
(q) Unlawful imprisonment (RCW 9A.40.040);
(r) Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of
or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location (RCW 10.99.040, 10.99.050, 26.09.300, 26.10.220, 26.26.138, 26.44.063, 26.44.150, 26.50.060, 26.50.070, 26.50.130, 26.52.070, or 74.34.145); (s) Rape in the first degree (RCW 9A.44.040); (t) Rape in the second degree (RCW 9A.44.050); (u) Residential burglary (RCW 9A.52.025); (v) Stalking (RCW 9A.46.110); and (w) Interference with the reporting of domestic violence (RCW 9A.36.150).

2.2 HOUSEHOLD MEMBERS
The Sheriff’s Office Domestic Violence Investigative Procedure applies to any call for law enforcement assistance involving a disturbance, physical or verbal, between persons who are family or household members. It is therefore important that deputies be able to determine “family or household members” as defined by RCW 26.50.010 (2):
“Family or household member” includes:
- Spouse
- Former spouse
- Persons who have a child in common regardless of whether they have married or have lived together in the past.
- Adult persons related by blood or marriage
- Adult persons who are presently residing together or who have resided together in the past
- Persons sixteen (16) years of age or older who are presently residing together or who have resided together in the past and who have had a dating relationship
- Persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship
- Persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grand children.

2.3 FOREIGN PROTECTION ORDER
“Foreign protection order” means an injunction or other order related to domestic or family violence, harassment, sexual abuse, or stalking, for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with or physical proximity to another person issued by a court of another state, territory, or possession of the United States, the Commonwealth of Puerto Rico, or the District of Columbia, or any United States military tribunal, or a tribal court, in a civil or criminal action.

3. DOMESTIC VIOLENCE INVESTIGATIONS
When investigating domestic violence, the general approach of the deputy should reflect the seriousness of the offense and its consequences for both the suspect and the victim. To convey this seriousness, deputies should inform the parties involved that domestic violence is a crime and investigate the incident as thoroughly as other crimes.

Deputies should consider the victim’s present and future emotional state and long term safety. The investigative goal should be to develop an evidence based case by capturing time sensitive
evidence that may only be available at the initial scene. Therefore, they should not rely solely on the cooperation of the victim when conducting their investigation. If investigating an officer involved domestic violence incident, the investigating deputy shall follow Standard Operating Procedure 2005-05.

Deputies shall make a concerted effort to:

1. Attempt to locate and secure weapons.
2. Inquire about the nature of the incident.
3. Not advise the victim they can “press” or “drop” charges, but that decision is for the prosecutor’s office. Officers should affirm that Washington law prohibits acts of domestic violence and the law will be strictly enforced. The deputies should make no statement that would tend to discourage a victim or witness from reporting an act of domestic violence to law enforcement or community services.
4. Obtain information concerning the victim’s present safety, prior history of abuse, availability of weapons to the defendant and threats of retaliation.
5. Carefully inquire and document injuries to the victim and suspect that may be concealed by clothing or otherwise not readily observable.
6. Attempt to solicit a possible location of the accused, if the suspect fled the scene.
7. Note any alternative addresses for the victim. Alternatively, to maintain confidentiality of the victim’s whereabouts, identify a friend or relative who will always be able to contact the victim.
8. Complete an Incident Report on all domestic violence incidents when a crime has been committed or when special circumstances exist.
9. Provide all domestic violence victims and complainants a copy of the Domestic Violence Victim pamphlet. This pamphlet contains the following information:
   a. Information about and how to procure an Order for Protection
   b. The cost associated with procuring an Order for Protection
   c. A list of family and social services available in Snohomish County
10. Make arrangements to return or inquire in 1-3 days if any bruising is visible on the victim. If so, obtain photographs.

4. GATHERING AND PRESERVING EVIDENCE

Deputies should collect and preserve all evidence necessary to support the case.

4.1 VICTIM
1. Administer or arrange for first aid to the victim.
2. Describe the victim’s location upon arrival. (Neighbor’s house, shelter, church, etc.)
3. Record any spontaneous statements made by the victim.
4. Describe the victim’s emotional demeanor.
5. Describe the victim’s physical condition (injuries, intoxication, pregnant, handicapped, etc.)
6. Document the victim’s injuries in detail.
7. Document evidence of substance/chemical use by victim; including times and amount of use.
8. Make note of the victim’s relationship to the suspect.
9. Record history of abuse.
10. Note any temporary restraining/court orders.
11. Give victim required written information on social agencies, legal steps, etc.
12. Record any temporary address/telephone of victim.
13. Recover any documentation of prior assaults or other crimes: photos, diary, calendar, berating or apologizing letters, identification of witnesses to prior bad acts, etc.
14. Request victim to complete a Victim statement.

4.2 SUSPECT
1. Describe the suspect’s location upon arrival.
2. Administer or arrange for first aid to the suspect.
3. Record any spontaneous statements made by the suspect.
4. Describe the suspect’s emotional demeanor.
5. Describe the suspect’s physical condition (injuries, intoxication, pregnant, handicapped, etc.).
7. Document evidence of substance/chemical use by suspect, including times and amount of use.
8. Interview the suspect.

4.3 WITNESS
1. Interview the reporting party.
2. Identify all witnesses and interview separately.
3. List names and ages of children present.
4. Interview the children and record statements in report.
5. Record names and addresses of emergency/medical personnel.
6. Identify treating physician and nurses.

4.4 EVIDENCE
1. Photograph the crime scene and all relevant evidence.
2. Take full body, intermediate range, and close-up photographs of the victim and injuries.
3. If the preliminary deputy will not be available within 24-72 hours, ask the victim to contact the Sheriff’s Office so that additional photographs can be taken of injuries, as they become more visible.
4. Take full body and intermediate range photographs of suspect for self-defense claims.
5. Attach the completed victim statement. (NOTE: The statement should be completed & signed in your presence so you can testify accordingly.)
6. Attach a signed medical release, regardless if they plan to seek medical attention. Get the name of family physician or mental health provider.
7. Seize related evidence.
8. Impound all weapons used.
9. Impound weapons for safekeeping.
10. Attach related reports, statements, orders, photocopies of Polaroid photographs and property sheets.
11. Place Polaroid photographs into evidence.
5. ARREST DECISION

1. Arrest Decision - In making the decision to arrest (Mandatory or discretionary), the following factors should not be considered in making the arrest decision:
   a. Ownership or tenancy rights of either party
   b. Verbal assurances that the violence will stop
   c. Speculation or assertions that the victim will not follow through or cooperate with criminal prosecution
   d. Adverse financial consequences that might result from the arrest
   e. That the incident occurred in a public place
   f. A request by the victim not to arrest the suspect
   g. The racial, cultural, social, professional position or sexual orientation of the victim or suspect.

2. The following factors must be determined and clearly articulated in the Incident Report to support the arrest of the defendant:
   a. Probable cause for each assault
   b. Determination and identification of the primary aggressor, if necessary
   c. An assault or violation of an existing court order (RCW 10.99.020)

6. DETERMINING THE PRIMARY AGRESSOR [RCW 10.31.100(2)(C)]

While avoiding dual arrests, which includes one physical arrest and one citation, deputies shall make every reasonable effort to determine the primary aggressor. In making this determination, the following will be considered:

1. The intent of the law to protect the victim (RCW 10.99)
2. The comparative extent of injuries or serious threats
3. The domestic violence history between the parties involved.
4. The comparative sizes of the parties involved.
5. The demeanor of the parties at the time of the incident, and later, paying attention to excited utterances and emotional state.
6. Any weapons used or threatened for use by either party.
7. Claims of self-defense or defense of others
8. Witness statements.

7. MANDATORY ARREST

RCW 10.31.100 (2) (a) An order has been issued of which the person has knowledge under RCW 26.44.063, or chapter 10.99, 26.09, 26.10, 26.26, 26.50, or 74.34 RCW restraining the person and the person has violated the terms of the order restraining the person from acts
or threats of violence, or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location or, in the case of an order issued under RCW 26.44.063, imposing any other restrictions or conditions upon the person; or
(b) A foreign protection order, as defined in RCW 26.52.010, has been issued of which the person under restraint has knowledge and the person under restraint has violated a provision of the foreign protection order prohibiting the person under restraint from contacting or communicating with another person, or excluding the person under restraint from a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, or a violation of any provision for which the foreign protection order specifically indicates that a violation will be a crime; or
(c) “The person is sixteen years or older and within the preceding four hours has assaulted a family or household member as defined in RCW 10.99.020…”

1. If the suspect is at the scene and mandatory arrest is warranted:
   a. Take the suspect into custody and solicit admissions and/or statements when applicable;
   b. Conduct an area search for, and seize weapons, pursuant to state law and Office policy;
   c. Document and photograph the elements of the offense and the probable cause in the Incident report, noting every possible crime committed;
   d. Give resource information to the victim.

2. If the suspect has fled the scene and mandatory arrest is warranted:
   a. Obtain the possible locations where the suspect would go and request checks by appropriate law enforcement agency with probable cause to arrest.
   b. Issue an “attempt to locate”.

8. DISCRETIONARY ARREST

Deputies may use their own discretion in determining the most appropriate course of action when they have determined they are in a non-mandatory arrest situation; nevertheless, when there is probable cause that a domestic violence crime has occurred…arrest is the preferred course of action. However, deputies should be aware of the intent of the domestic violence laws, the safeguards of those laws, the liabilities of those laws, all the possible crimes that may have been committed and the intent of the domestic violence laws along with its liabilities and protections.

9. THE “4 HOUR RULE”

The “4 hour rule” only applies to assaults involving family or household members. It simply means:

If there has been an assault by a family or household member within the preceding 4 hours, you shall make a custody arrest of the primary aggressor.
If the assault took place longer than 4 hours ago, you may make a custody arrest of the primary aggressor, or may issue a criminal citation. When probable cause, and intent of the domestic violence law warrant…, arrest is the preferred course of action. In either case, the deputy shall make a reasonable effort to locate the suspect.

The only law that limits the time in which you may arrest the offender is the “Statute of Limitations” RCW 9A.04.080.

10. STANDBY TO ASSURE THE PEACE

Domestic Violence laws allow a court to order possession and use of essential effects, including the use of a vehicle, to a petitioner in a Protection Order. The law further provides that a court may order deputies to accompany the petitioner in a Protection Order and assist in placing the petitioner in possession of all items listed in the order. The court must list the essential personal effects sufficient to make it clear which property is included (RCW 26.50.060).

11. CUSTODIAL ISSUES AND COURT ORDERS

A temporary or full order for protection can direct deputies to assist one party in retaining custody of children. Deputies may accompany the designated party and request the physical transfer of a child from whoever may have physical custody; however, the child SHALL NOT be forcibly removed by law enforcement solely on the authority of these orders.

12. PHYSICAL SEIZURE OF A CHILD

For the purposes of this section, a child may only be physically seized by a law enforcement officer in the following circumstances:
1. The child is at risk, RCW 26.44.050
2. Based on a Juvenile Court pick-up order, RCW 13.34.050
3. Writ of Habeas Corpus, RCW 7.36.

13. PHYSICAL SEIZURE OF A CHILD - EXCEPTIONS

A writ of habeas corpus is needed before law enforcement can forcibly remove any child held in custody. However, RCW 26.44.050 states:
1. An officer may take a child into custody without a court order if there is probable cause to believe that a child is abused or neglected, or that the child would be injured physically or sexually.
2. If the child is taken into police protective custody, the child shall be transferred to the custody of Child Protective Services.
3. The parents should be advised that the child will remain with Child Protective Services pending a court hearing.
14. COMMUNICATION BARRIERS

1. Language or Communication Barriers - Pursuant to RCW 26.50.055, deputies should request qualified interpreters for a domestic violence incident when language or communication barriers exist.
   a. Appropriate interpreters do not include: the abusers, family members, children or friends. The use of inappropriate interpreters compromises the integrity of the investigation and the safety of the victim(s).
   b. Appropriate interpreters include:
      i. State qualified interpreters
      ii. ATT language bank for multiple languages

2. Immigrants, refugees and undocumented victims of domestic violence are frequently threatened with deportation by the abuser in an attempt to prevent the victim from seeking protection. Consequently, victims are often fearful of reporting abuse to law enforcement. A victim of domestic violence is not violating criminal laws by living undocumented in the United States, but may be in violation of federal civil laws. Local law enforcement does not have the responsibility or authority to enforce these federally defined immigration laws, and should avoid creating undue fear and non-cooperation by asking possible victims their immigration status when investigating cases of domestic violence.

15. STATE LAW AND LIABILITY

**Washington State Law** – In 1979, the Washington State Legislature passed the Domestic Violence Act (DVA), RCW 10.99. This act emphasized the criminal nature of domestic violence and established it is a priority for law enforcement response.

**Liability** - The following statutes govern liability for law enforcement response to incidents of domestic violence.

- **RCW 10.31.100 (12)**: No peace officer may be held criminally or civilly liable for making an arrest pursuant to RCW 10.31.100(2) or (8) if the police officer acts in good faith and without malice.

- **RCW 10.99.070**: A peace officer shall not be held liable in any civil action for an arrest based on probable cause, enforcement in a good faith of a court order, or any other action or omission in good faith arising from an alleged incident of domestic violence brought by any party to the incident.

- **RCW 26.50.140**: No peace officer may be held criminally or civilly liable for making an arrest under RCW 26.50.110 if the officer acts in good faith and without malice.

*Note*: The Washington State Supreme Court case of Roy v. City of Everett, 118 Wash 2d 352, 823 P. 2d 1084 (1992), held that this provision does not immunize law enforcement officers from liability when they fail to enforce the law. The court further reiterated that victims of domestic violence must receive equal protection under the law and that individual officers and the governmental agencies employing them will be held accountable when the failure to enforce the laws result in injuries or death of the victim.
RCW 10.31.100  Arrest without Warrant
1. A police officer shall arrest and take into custody, pending release on bail, personal recognizance, or court order, a person without a warrant when the officer has probable cause to believe that:
   a. An order has been issued of which the person has knowledge under RCW 26.44.063, or chapter 10.99, 26.09, 26.10, 26.26, 26.50, or 74.34 RCW restraining the person and the person has violated the terms of the order restraining the person from acts or threats of violence or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care or, in the case of an order issued under RCW 26.44.063, imposing any other restrictions or conditions upon the person; or
   b. A foreign protection order, as defined in section 3 of this act, has been issued of which the person under restraint has knowledge and the person under restraint has violated a provision of the foreign protection order prohibiting the person under restraint from contacting or communicating with another person, or of a provision excluding the person under restraint from a residence, workplace, school, or daycare, or a violation of any provision for which the foreign protection order specifically indicates that a violation will be a crime; or
   c. The person is sixteen years or older and within the preceding four hours has assaulted a family or household member as defined in RCW 10.99.020 and the officer believes: (i) A felonious assault has occurred; (ii) an assault has occurred which has resulted in bodily injury to the victim, whether the injury is observable by the responding officer or not; or (iii) that any physical action has occurred which was intended to cause another person reasonably to fear imminent serious bodily injury or death. Bodily injury means physical pain, illness, or an impairment of physical condition. When the officer has probable cause to believe that family or household members have assaulted each other, the officer is not required to arrest both persons. The officer shall arrest the person whom the officer believes to be the primary physical aggressor. In making this determination, the officer shall make every reasonable effort to consider:
      i. The intent to protect victims of domestic violence under RCW 10.99.010;
      ii. The comparative extent of injuries inflicted or serious threats creating fear of physical injury; and
      iii. The history of domestic violence between the persons involved.
2. A police officer may arrest and take into custody, pending release on bail, personal recognizance, or court order, a person without a warrant when the officer has probable cause to believe that an order has been issued of which the person has knowledge under chapter 10.14 RCW and the person has violated the terms of that order.

RCW 9.41.040 Unlawful possession of firearms—Ownership, possession by certain persons.
A person, whether an adult or juvenile, is guilty of the crime of unlawful possession of a firearm in the second degree, if the person does not qualify under (a) of this subsection for the crime of unlawful possession of a firearm in the first degree and the person owns, has in his or her possession, or has in his or her control any firearm:
After having previously been convicted in this state or elsewhere of any felony not specifically listed as prohibiting firearm possession under (a) of this subsection, or any of the following crimes when committed by one family or household member against another, committed on or after July 1, 1993: Assault in the fourth degree, coercion, stalking, reckless endangerment,
criminal trespass in the first degree, or violation of the provisions of a protection order or no-contact order restraining the person or excluding the person from a residence (RCW 26.50.060, 26.50.070, 26.50.130, or 10.99.040);

**RCW 10.99.030 Law enforcement officers—Training, powers, duties—Domestic violence reports**

When a peace officer responds to a domestic violence call and has probable cause to believe that a crime has been committed, the peace officer shall exercise arrest powers with reference to the criteria in RCW 10.31.100. The officer shall notify the victim of the victim’s right to initiate a criminal proceeding in all cases where the officer has not exercised arrest powers or decided to initiate criminal proceedings by citation or otherwise.

16. COURT ORDERS

There are different types of court orders that can be issued by a court in domestic violence situations. They are intended as legal measures to prevent further acts of violence, contact, threats or harassment.

16.1 ANTI-HARASSMENT ORDER – NOT ASSOCIATED WITH DOMESTIC VIOLENCE

1. Obtained by a person who has been alarmed, annoyed, or harassed by another person.
2. Not usually an order of choice for domestic violence incidents. It usually pertains to neighborhood disputes, etc.

16.2 ORDERS OF PROTECTION

1. Orders of protection must be personally served on the respondent by law enforcement or process server, unless the court has ordered service by publication. The plaintiff cannot serve the respondent.
2. Officers should review the Law Enforcement Information Sheet for officer safety information and physical description of the respondent.
3. When serving the order, the officer shall give the respondent copies of all forms except:
   a. The Law Enforcement Information Sheet. This sheet usually contains the complainant’s address and a contact person’s number and address. This information is confidential.
   b. Return of service form.
4. The officer shall verbally read to the respondent the prohibited and required provisions, the court hearing date and the criminal sanctions for violating the order.
5. Whenever possible, fill in any missing physical descriptors of the respondent on the Law Enforcement Information Sheet. The missing information may be obtained from the complainant, suspect or third party at the time of the service.
6. If the respondent claims no knowledge of the order, and the complainant has an extra copy, the officer should serve it on the respondent, complete a return of service form and forward to the Civil Department.
7. If the respondent claims no knowledge of the order, and the complainant does not have an extra copy, the responding officer should serve the respondent with the complainant’s copy of the order; complete a return of service form, and forward to the Records Department. Advise the complainant to obtain a replacement copy from the issuing court.
8. In the event a Return of Service form is not available, advise the Records department of all service details and the Records department will prepare a return of Service notice.

16.3 ORDER FOR PROTECTION - PERMANENT
1. A permanent Order is good for one (1) year or longer and shows the validation date on it.
2. It restrains the respondent from committing acts of domestic violence
3. The Permanent Order may also award temporary custody and establish temporary visitation with regard to minor children of the parties and restrain any party from interfering with the custody of minor children.
4. Other stipulations can be stated on the Permanent Order for Protection

At the hearing set by the Temporary Order, the Court Commissioner or Judge determines whether a Permanent Order for Protection shall be issued.

16.4 ORDER FOR PROTECTION - TEMPORARY
This Order is filed by the Petitioner and is good until the hearing date set by the court Commission or Judge, which would be no later than fourteen (14) days after being issued. This order restrains the Respondent from having contact with the Petitioner and/or household members until after the hearing.

16.5 RESTRAINING ORDER – CIVIL
Usually obtained upon filing a petition for dissolution, legal separation, or child custody. Although officers are not required to serve Restraining Orders, some provisions require criminal enforcement.

16.6 NO CONTACT ORDER - CRIMINAL
Order is issued by the court after a domestic violence arrest. It is served by the court at the time of a suspect’s release from custody. Since the defendant is always present, the existence of the order is proof that it was served.

16.7 FOREIGN PROTECTION ORDER - CRIMINAL
1. Foreign Protection Orders - Foreign Protection Order Full Faith and Credit Act
On July 25th, 1999, Substitute Senate Bill 5134, Foreign Protection Order Full Faith and Credit Act, became law under RCW 26.52.
The Act defines a “Foreign Protection Order” as “an injunction or other order related to domestic or family violence, harassment, sexual abuse, or stalking, for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with or physical proximity to another person issued by a court of another state, territory, or possession of the United States, the Commonwealth of Puerto Rico, or the District of Columbia, or any United States military tribunal, or a tribal court, in a civil or criminal action.”
It creates a procedure for filing certified, authenticated or exemplified copies of foreign protection orders where the protected person resides or where enforcement may be necessary and provides that court personnel may transmit such orders by FAX if the document contains a facsimile or digital signature of the person authorized to transmit them.
When a foreign protection order is filed with a court, the clerk of the court “shall” transmit the order to the county sheriff “on or before the next judicial day.” FAX transmission is authorized.
“Upon receipt of a filed foreign protection order, the county sheriff shall immediately enter the foreign protection order into any computer-based criminal intelligence information system available in this state used by law enforcement agencies to list outstanding warrants. The foreign protection order must remain in the computer for the period stated in the order. The county sheriff shall only expunge from the computer-based criminal intelligence information system foreign protection orders that are expired, vacated, or superceded.

Entry into the law enforcement information system constitutes notice to all law enforcement agencies of the existence of the foreign protection order.” The Act requires that computer entries “must include, if available, notice to law enforcement whether the foreign protection order was served and the method of service.

Like other court orders, an essential component of the Act provides that entry into a law enforcement information system IS NOT a prerequisite to arrest. According to amended RCW 10.31.100(2), the Act mandates that “a peace officer shall arrest without a warrant and take into custody a person when the peace officer has probable cause to believe:

a. That a foreign protection order has been issued
b. The person under restraint has knowledge of the order
c. The person under restraint has violated a provision of the foreign protection order that prohibits the person under restraint from contacting or communicating with another person, or a provision that excludes the person under restraint from a residence, workplace, school, or day care, or a violation of any provision for which the foreign protection order specifically indicates that a violation will be a crime.”

On the question of probable cause, other sections, dealing with restraining orders, state that a person has “notice” if:

a. The person or his attorney signed the order;
b. The order recites that the person or his attorney were present;
c. The person was served with the order; or
d. A peace officer gives the person oral or written evidence of the order by reading or handing him a certified authenticated or exemplified copy.

2. Penalties and the Foreign Protection Order Full Faith and Credit Act

Violation of a foreign protection order is a gross misdemeanor, unless the violation involves an assault or the person under restraint has two prior convictions for violations (which may be against other victims), in which case, violations are Class C felonies.

3. Peace Officer Liability and the Foreign Protection Order Full Faith and Credit Act

Peace officers are immune from civil and criminal liability for domestic violence arrests under RCW 10.31.100 made in good faith and without malice. But failure to arrest in certain domestic violations may result in civil liability. See, e.g., Donaldson v. Seattle, 65 Wn. App. 661, 831 P.2d 1098 (1992).

4. Child Custody and the Foreign Protection Order Full Faith and Credit Act

The Act declares that disputes relating to child custody “shall be judicially resolved.” The Act prohibits peace officers from removing a child from “current placement” unless:
a. A writ of habeas corpus to produce the child has been issued by a State of Washington superior court, or
b. There is probable cause to believe the child is abused or neglected and would be injured if not taken into custody (pursuant to RCW 13.34.050).

16.8 VERIFICATION OF ORDERS – ARREST DECISION

1. Washington Orders

When officers respond to violations of court orders, it is necessary to verify the court order and its service before taking any enforcement action. All types of court orders are valid statewide.

Orders may be verified by:

a. A proof of service attached to the plaintiff’s copy of the order showing service on the respondent – No further verification is required.

b. Washington Crime Information Center (WACIC) check. (NOTE: If the order was not in WACIC, utilize other avenues to confirm or deny its validity. Likewise, it is beneficial for the Records Division to read terms of the order to the deputy.)

c. In the event the petitioner indicates that the order was recently served:
   i. Contact the appropriate law enforcement agency in the jurisdiction where the order was issued to verify service.
   ii. Contact the Civil department to determine if they have service information that has not yet been entered into WACIC.

d. Contacting the law enforcement agency in the jurisdiction where the order was issued

e. Contacting the Court Clerk’s office

f. Determining that the respondent has knowledge of the order
   i. No proof of service is required for No Contact orders, as the respondent’s presence is required at the time of issue.
   ii. If the order has been served, but neither the complainant nor the respondent has a copy reflecting the terms of the order, request that dispatch check the terms.

If the order is not verifiable:

a. If the officer does not have probable cause to believe that a valid order exists or cannot verify that it has been served, an arrest for violation of the order will not be made. The complainant should be advised to contact the court that issued the order, or the attorney who drafted the order.

b. Arrest the suspect if probable cause exists that a separate crime has been committed.

c. Forward a report, detailing the incident, to the P.A. Office.

2. Foreign Protection Orders

1. Confirm the elements of an order in the NCIC or WASIC Protection Order file by running the name and date of birth of the petitioner or respondent –or-.

2. Confirm the elements of the order by communicating with the issuing court –or-.
3. A foreign protection order is presumed valid if ALL of the following are found:
   a. Names of the parties
   b. Date of issuance
   c. If the order has an expiration date, that date has not expired
   d. The order specifies terms, conditions, and prohibitions against the abuser
   e. Name of the issuing court
   f. The order is signed by or on behalf of a judicial officer

4. When the validity of the foreign protection order cannot be confirmed through NCIC, WASIC, or the issuing court cannot be contacted, but the order appears to be valid and you are relying upon the document that you have been presented in order to effect an arrest (with probable cause and proof of service):
   a. After the petitioner initials and dates the document, seize that document and place it into evidence.
   b. Explain to the complainant that he/she may pick up a copy of that order from the Records Division on the following day. Provide the referenced incident number to the complainant.
   c. Alternatively, the deputy may make other arrangements for the complainant to get a copy of that order.
   d. This course of action helps to validate the deputy’s action and to file charges against the complainant for false reporting, at minimum, if the claims or document prove to be false.

   It is essential to read the entire order to discover any exceptions to stated prohibitions.

16.9 VIOLATION OF ORDERS

1. Anti-Harassment Order – Not Associated with Domestic Violence
   a. Although there are no mandatory arrest provisions for Anti-Harassment Orders, probable cause arrests may be made when a suspect has knowledge of the order and violates its terms.
   b. Any willful violation of an Anti-Harassment Order is a gross misdemeanor.
   c. Service of Anti-Harassment orders must be verified before enforcement action is taken.

2. Protection Order (RCW 26.50)
   a. Arrest is mandatory if there is probable cause to believe the suspect, of any age, had knowledge of a Protection Order and violated the terms of the order which:
      i. Restrain the suspect from acts or threats of violence, or
      ii. Exclude the suspect from a residence, workplace, school/daycare, or
      iii. Restrain the suspect from intentional contact with the victim
   b. An assault or reckless endangerment that occurs while an order of protection is in effect is a class C felony
   c. It is also a felony if the respondent has two prior convictions for violating a No Contact Order or Protection Order.
d. If other provisions of a Protection Order are violated, (e.g., visitation hours or obtaining counseling), it is contempt of court and an arrest should not be made.

e. If the court orders the respondent to turn over weapons to law enforcement as a part of the protection, and the respondent refuses to comply, the officer must report the noncompliance to the prosecutor. A contempt review hearing may be set.

f. Regardless, if a Protection Order is violated with the “permission” of the victim, the terms of the order are still valid. The following criminal legend is required on the order to make a mandatory arrest: "You can be arrested even if the person or persons who obtained the order invite or allow you to violate the order's prohibitions. The respondent has the sole responsibility to avoid or refrain from violating the order's provisions. Only the court can change the order upon written application."

3. No Contact Order (RCW 10.99)

a. Arrest is mandatory if there is probable cause to believe the suspect, of any age, has violated the terms of a No Contact Order which:
   i. Restrain the suspect from acts or threats of violence, or
   ii. Exclude the suspect from a residence, workplace, school/daycare, or
   iii. Restrain the suspect from intentional contact with the victim.

b. Any assault or reckless endangerment that is a violation of a No Contact Order is a felony.

c. It is also a felony if the respondent has two prior convictions for violating a No Contact Order. The following criminal legend is required on the order to make a mandatory arrest: "Violation of this order is a criminal offense under Chapter 26.50 RCW and will subject a violator to arrest; any assault, drive-by shooting, or reckless endangerment that is a violation of this order is a felony. You can be arrested even if any person protected by the order invites or allows you to violate the order's prohibitions. You have the sole responsibility to avoid or refrain from violating the order's provisions. Only the court can change the order."

4. Restraining Order (RCW 26.09)

a. Arrest is mandatory if there is probable cause to believe the suspect, of any age, had knowledge of a Restraining Order and violated the terms of the order which:
   i. Restains the suspect from acts or threats of violence, or
   ii. Exclude the suspect from a residence, workplace, school/daycare, or
   iii. If other provisions of a Restraining Order are violated, (e.g., visitation hours or dividing property,) it is contempt of court and an arrest should not be made.

b. Service of a Restraining Order must be verified before enforcement action is taken. The following criminal legend is required on the order to make a mandatory arrest: "VIOLATION OF THIS ORDER WITH ACTUAL NOTICE OF ITS TERMS IS A
5. Penalties and the Foreign Protection Order Full Faith and Credit Act

Violation of a foreign protection order is a gross misdemeanor, unless the violation involves an assault or the person under restraint has two prior convictions for violations (which may be against other victims), in which case, violations are Class C felonies.

The criminal legends of each jurisdiction vary; however, they all have a similar tone. OREGON, for example, “To the respondent: Violation of this restraining order may result in your arrest and in civil and/or criminal penalties. Review this order carefully. Each provision must be obeyed. See your rights to a hearing.”

RCW 26.50.110 Violation of order—Penalties.
(1) Whenever an order is granted under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or there is a valid foreign protection order as defined in RCW 26.52.020, and the respondent or person to be restrained knows of the order, a violation of the restraint provisions, or of a provision excluding the person from a residence, workplace, school, or day care, or of a provision prohibiting a person from knowingly coming within, or knowingly remaining within, a specified distance of a location, or of a provision of a foreign protection order specifically indicating that a violation will be a crime, for which an arrest is required under RCW 10.31.100(2) (a) or (b), is a gross misdemeanor except as provided in subsections (4) and (5) of this section. Upon conviction, and in addition to any other penalties provided by law, the court may require that the respondent submit to electronic monitoring. The court shall specify who shall provide the electronic monitoring services, and the terms under which the monitoring shall be performed. The order also may include a requirement that the respondent pay the costs of the monitoring. The court shall consider the ability of the convicted person to pay for electronic monitoring.

(2) A peace officer shall arrest without a warrant and take into custody a person whom the peace officer has probable cause to believe has violated an order issued under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or a valid foreign protection order as defined in RCW 26.52.020, that restrains the person or excludes the person from a residence, workplace, school, or day care, or prohibits the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, if the person restrained knows of the order. Presence of the order in the law enforcement computer-based criminal intelligence information system is not the only means of establishing knowledge of the order.

(3) A violation of an order issued under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or of a valid foreign protection order as defined in RCW 26.52.020, shall also constitute contempt of court, and is subject to the penalties prescribed by law.

(4) Any assault that is a violation of an order issued under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or of a valid foreign protection order as defined in RCW 26.52.020, and that does not amount to assault in the first or second degree under RCW 9A.36.011 or 9A.36.021 is a class C felony, and any conduct in violation of such an order that is reckless and creates a substantial risk of death or serious physical injury to another person is a class C felony.

(5) A violation of a court order issued under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or of a valid foreign protection order as defined in RCW 26.52.020.
is a class C felony if the offender has at least two previous convictions for violating the provisions of an order issued under this chapter, chapter 10.99, 26.09, 26.10, 26.26, or 74.34 RCW, or a valid foreign protection order as defined in RCW 26.52.020. The previous convictions may involve the same victim or other victims specifically protected by the orders the offender violated.

16.10 SERVICE OF ORDERS – CIVIL PROCESS
Upon receipt of an order to be served the officer should:

a. Review the Law Enforcement Information Sheet to look for officer safety information and a physical description of the respondent.

b. Run a computer check through WACIC to determine whether the order has already been served and to check for outstanding warrant information, hazard flags, etc.

c. Ensure the packet includes a Return of Service sheet. If not, obtain one.

d. Check the date of any Temporary Order for Protection to ensure the order has judicial signature and the hearing date has not expired. If the hearing date has expired, or the order is unsigned, check with the Records Department of the Sheriff’s Office for new orders.

e. Check for the judicial signature for expiration. If the effective date has expired, check with the Civil Department of the Sheriff’s Office.

f. Do Not Serve Expired or Unsigned Papers

16.11 ACTUAL SERVICE OF ORDERS
Officers shall immediately notify the civil department when an order has been served.

1. Protection Orders

a. Must be personally served on the respondent by a law enforcement officer or process server, unless the court has ordered service by publication.

b. When serving the order, the deputy shall give the respondent copies of all forms except:

   i. The Law Enforcement Information Sheet
   ii. The Return of Service Form

c. The deputy shall verbally read to the respondent the prohibited and required provisions, the court hearing date and the criminal sanctions for violating the order.

d. Whenever possible, deputies shall fill in the missing physical descriptors of the respondent on the Law Enforcement Information Sheet.

e. If the respondent claims no knowledge of the order, and the complainant has an extra copy, the deputy should serve it on the respondent, complete a return of service form and forward it to the Civil Department.

f. If the respondent claims no knowledge of the order, and the complainant does not have an extra copy, the responding deputy should serve the respondent with the complainant’s copy of the order, complete a return of service form, and forward it to the Civil Department. Advise the complainant to obtain a replacement copy from the issuing court.

2. Restraining Orders – Civil

A restraining order is served on the respondent, or the respondent’s attorney. These orders should not be handed to an officer on the street to serve.
3. **No Contact Orders**
   A criminal no contact order is served on the defendant upon release from jail, at arraignment, and at sentencing.

4. **Notification of Petitioner**
   If service of orders is not completed within ten (10) days, the sheriff or municipal police officer shall notify the petitioner. [RCW 26.50.090 (4)] The petitioner should provide any additional information, which would lead to serving the respondent. Notification to the petitioner should be made in writing by the agency responsible for service.

5. **Service of Competing Court Orders**
   Law enforcement shall serve all orders as instructed by the courts. No statute or court rule governs the problem of enforcing conflicting provisions of court orders. However, some general guidelines include:
   a. Civil protection order provisions take precedence over other types of court orders
   b. Civil protection orders issued by a superior court usually take priority over a conflicting district or municipal protection order.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

INCIDENT COMMAND
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INCIDENT COMMAND

1. INTRODUCTION

The modern concept of an Incident Command System (ICS) grew out of lessons learned during major fires in southern California during the early 1970s. The National Incident Management System evolved out of the experiences and lessons learned from ICS
utilization. ICS/NIMS have been developed into a system that can be utilized, and in some events/incidents are mandated by law to be utilized, when involved in multi-agency events or large scale incidents requiring the deployment of operational personnel. It is essential that agencies have a command/control/coordination and communications structure in place when confronted with events and/or incidents that require the management of personnel and resources to achieve success. That enabling structure is ICS.

ICS:

a. Provides for a central point of command.
b. Maximizes use of resources and consolidates use of those resources.
c. Reduces the communications load.
d. Provides accountability.
e. Provides for a manageable span of control (maximum of 6 people under any one person's direction is ideal).
f. Reduces self-assignment or freelancing.
g. Designates specific duties in advance.
h. Uses common terminology
i. Encourages planning.
j. Is meant to ensure that any one person reports to only one person.
k. Is meant to ensure that any one person receives instructions from only one person.

It is the policy of the Sheriff’s Office to maintain a plan that allows for the modification of the organizational structure and Sheriff’s Office Chain of Command when necessary to handle unusual law enforcement incidents requiring extensive police responses. Command personnel are expected to familiarize themselves with ICS principles, attend certified training on ICS and at all times carry sufficient ICS reference materials, updated checklists and equipment in their assigned vehicles so as to allow implementation of ICS upon arrival at a scene.

Proper implementation of ICS ensures an effective response, a manageable span of control and an efficient, safe use of resources. This standard operating procedure establishes the guidelines to be followed by all Sheriff’s Office personnel dealing with unusual occurrences.

Each occurrence will present unique challenges, good judgment and accountability is expected of all personnel. The Incident Command System (ICS)/National Incident Management System (NIMS) shall be utilized on all unusual occurrences.

2. SAMPLE INCIDENT COMMAND STRUCTURE
3. DEFINITION of “UNUSUAL OCCURRENCES/ICS SITUATIONS”

“Unusual Occurrences” covers a broad spectrum of events and incidents. ICS is how we manage such events and incidents. This integrated ICS and Unusual Occurrence SOP shall be implemented as applicable for the following:

a. Major Incident Scenes (i.e., Hostage situations, snipers, barricaded persons, active shooters, etc.)

b. Civil Disturbances (i.e., Demonstrations, civil disorder, labor strikes, etc.)

c. Natural Disasters (i.e., Flood, storm, earthquake, landslides, Hazmat incidents, etc.)

d. Substantial Emergencies (i.e., Plane crashes, fires, power failures, etc.)

e. National Emergencies (i.e., Enemy attack, nuclear attack, etc.)

f. Large Public Gatherings (i.e., Parades, fireworks displays, sporting events, dignitary visits, etc.)

g. Search and Rescue Missions

h. Any other event that involves significant personnel resources deployed for extended periods of time and/or multi-agency responses.

4. PLANNING

The Commander of the Special Operations Division shall be responsible for planning the Sheriff’s Office response to unusual occurrences.

5. MOBILIZATION
The mobilization of personnel and resources may well be required to manage unusual occurrences. During a mobilization of any size, commanders should be mindful of the potential need for second, third or fourth day operations.

1. Precinct Mobilization
   This is an incident that can be controlled by the on-duty resources and work force of one precinct, supplemented by available on-duty deputies from other precincts or divisions. It is a small scale incident of short duration with little potential for escalation.

2. Office Mobilization:
   This is an incident that requires one of the four stages of mobilization as outlined in Annex “A” Model Mobilization Outline and Staffing Guide. These levels will require commissioned personnel and selected support staff to be mobilized to establish control and may require temporary modification of the Department's organizational structure.

3. Mutual Aid Mobilization:
   This is an incident that requires mobilization of Sheriff Office personnel to meet mutual aid requests under the County, Regional or State Mobilization Plan. This may require a mobilization level outline in “Annex “A” depending the resources required and/or duration of the occurrence.

6. MOBILIZATION PROCEDURE

1. Each Division shall prepare and maintain a current Mobilization Roster that lists the name, address, and telephone number(s) of each of its members.
2. All Command Staff, Contract Police Chiefs, Division Commanders, Assist Division Commanders, and Watch Commanders and shall retain a copy of their portion of the Division roster at their home and office.
3. Each supervisor shall designate an alternate to act in their place to act as their replacement should they not be able to make the necessary calls for mobilization.
4. Each Division shall distribute a current Mobilization Roster to the Commander of the Special Operations Division
5. The Commander of the Special Operations Division shall ensure that SNOPAC has a current mobilization roster.
   a. Such rosters shall be updated quarterly.
6. The Sheriff or a designee has the authority to mobilize Sheriff’s Office work force and designate the Incident Commander for the mobilization process and incident being addressed.
   a. The Command Duty Officer, if designated, shall have authorization during non-duty hours, until relieved by the Sheriff or a designee.
7. When the Sheriff or designated Incident Commander determines a mobilization above precinct level is necessary, he shall notify all necessary commanders or their designees to activate their personnel.
a. The designated Incident Commander may appoint a supervisor above the rank of sergeant to function as the Mobilization Operations Commander, who will function under the Operations Commander, responsible for managing the mobilization process.

8. Division Commanders or their designees shall have the responsibility to alert the supervisory personnel assigned to their Division.

9. Supervisors shall contact all requested personnel assigned to them, and have them report to a specified location or staging area.
   a. Supervisors shall maintain a roster of all deputies and detectives mobilized for the unusual occurrence assignment.

10. A copy of the roster shall be sent to the supervisor requesting the work force.

11. Personnel shall immediately report to the designated supervisor at the specified location, properly equipped and prepared to perform the assignment.
   a. Unless otherwise indicated personnel shall report in the standard Sheriff’s Office field uniform.

12. Sheriff’s Office personnel shall report to the closest Sheriff Office Precinct unless otherwise directed to a specific staging area when the need for extensive law enforcement response is obvious and telephone and/or radio contact is not possible.

13. Office members unable to reach the specified location or staging area shall respond to the precinct nearest their location, report to a supervisor, and perform duties as assigned.
   a. If structure instability, number of equipment and/or personnel warranted exceed parking areas, or road conditions make it impractical to respond to the precincts, personnel shall report to one of three locations, depending on their location and/or accessibility:
      i. Paine Field in the immediate vicinity of the DEM EOC
      ii. Arlington Airport in the immediate vicinity of the Administration Building
      iii. Evergreen Fairgrounds in the vicinity of the East Precinct

14. The supervisor making the alternative assignment must contact the Incident Command Post with this information.

15. Additionally, in the event of a major disruption in communications, each Division shall pre-designate a supervisor or a representative to report to the Sheriff’s Office Command Post at the Department of Emergency Management (DEM) to receive instructions and assignments from the Incident Commander.

16. The Sheriff’s Office Incident commander shall, through SNOPAC if possible:
   a. Direct all involved field units to use a common frequency.
   b. Direct that only emergency calls be dispatched in the impacted areas...

17. The Incident Commander shall determine the work force requirements for post-incident duty and issue an order releasing any extra personnel.
   a. Personnel released from duty shall depart via the staging area or staging area officer to ensure they are logged out.
   b. Field supervisors shall keep a record of the personnel assigned to them during the incident, including the times they reported and were released from duty.
   c. Unless otherwise directed, within ten days of the completion of the event, these records shall be forwarded to the Incident Commander for review.
7. ORGANIZATION

7.1 PRIMARY RESPONSIBILITY OF POLICE OPERATIONS:

The Incident Commander shall have primary responsibility for the command and control of resources and operations during these events.

7.2 COMMAND POST:

1. The Command Post is an operational facility, to include mobile facilities, used to house the Incident Commander and necessary staff at the venue location
   a. For extreme incidents such as regional disasters, there may be several regional operational commands posts, or Tactical Operation Centers, established. In such a case the Incident Commander will be located at the command center exercising authority over all of the venues, such as at DEM.
   b. In such a case the venue, or area command posts, will function as the Area Tactical Operations Centers for the area operational commanders, and/or area unified command centers
2. The Command Post shall be designed by the Incident Commander
3. The Incident Commander should be a Lieutenant or above.
   a. A Sergeant or Deputy can be the Incident Commander until relieved by a Lieutenant or above, or retain that position if appropriate due to the scope of the incident.
   b. A Sergeant or Deputy (Search and Rescue Duty Officer) can be the Incident Commander for a search and rescue incident.
4. There should be only one Command Post per venue (Area Command).
5. If possible, it should be isolated from noise and confusion, located so as to allow for both radio and telephone communications
   a. Mobile command posts should be located where a landside power source is available.
6. It should not be the staging area
7. It should be located away from the immediate threat area, but close enough to effect good coordination, command and control.
8. The Command Post shall:
   a. Provide an on-the-scene communications link with SNOPAC and the Sheriff’s Office Command at the King County Office of Emergency Management (OEM) when appropriate.
   b. Provide the Sheriff with situation reports
   c. Be the location where representatives from other agencies confer with the Incident Commander.
9. Upon the establishment of the Command Post, The Incident Commander will designate a scribe to keep a record or log of all activities and decisions made as well as who was responsible for making the decision.
7.3 REPORTS AND COMMUNICATIONS:

All Personnel shall communicate all intelligence and information to the Incident Commander or via the Incident Command structure in place at the time.

1. Periodic progress reports shall include the following information:
   a. Current developments of the incident
   b. Control measures implemented
   c. Predicted duration and prognosis of the overall situation
   d. Future resource needs
2. Press releases must be approved by the Incident Commander. When practical, the Public Information Officer should make all releases and ensure that information released will not jeopardize the on-going scene management
3. At the conclusion of the mobilization, all involved commanders shall contribute a final written critique and report of the incident.

7.4 TACTICAL OPERATIONS CENTER:

When necessary, a separate Tactical Operations Center (TOC) will be established. The (TOC) is utilized for operations involving specialized units, such as SWAT, CDU, DIVE/Rescue, and/or where there is a specific need to have the unit operational commander staged outside of the Incident Commander’s Command Post.

The TOC should be established either at or near the Command Post to ensure frequent and close communications between the operational commander and the Incident Commander.

7.5 INCIDENT COMMANDER RESPONSIBILITIES:

The Incident Commander is the first Deputy or supervisor to arrive on the scene of a call for service where multiple units, scenes, or assisting agencies are dispatched. The Incident Commander has overall command of the incident, until properly relieved by a Supervisor of higher rank if necessary, and will be based at the incident command post.

The Incident Commander has complete authority and responsibility for the event. This position shall ultimately be filled by a Lieutenant or above (except in the case of a search and rescue mission.), or where the scope and resources involved make it appropriate for a sergeant. It is the responsibility of the Incident Commander to:
1. Assess incident priorities.
   a. Safety of lives, incident stabilization, protection of property
2. Determine short-term and long-term goals and objectives.
3. Develop, approve and implement the incident action plan in conjunction with the Operations and Planning Sections.
4. Determine resource needs.
5. Develop organizational structure appropriate for the event.
6. Coordinate and approve media information release.
7. Delegate authority if appropriate to implement strategies and determine need for Incident Command Staff.
8. Determine what needs to be done, why it needs to be done, by whom and when and where they are to do it.
9. The Incident Commander is not responsible to develop, nor validate, the specific tactics employed, nor the tactical objectives of, the involved specialized units. However, the Incident Commander is responsible to ensure that such units are operating as per policy.

7.6 INCIDENT COMMAND STAFF RESPONSIBILITIES:

If the Incident Commander requires staff positions, they should be housed with the Incident Commander, unless otherwise outlined in this, or unit SOPs.

They report directly to the Incident Commander. If assigned, their responsibilities are as follows:

1. Safety Officer:
   a. Monitor and assess hazards and unsafe conditions
   b. Develop measures to ensure personnel safety.
   c. Correct unsafe acts or make recommendations for same.
   d. Keep Incident Commander informed of potential hazards.

2. Liaison Officer(s):
   a. Serve as point of contact for assisting agencies.
   b. Coordinate integration of participating agencies.
   c. Act as “diplomat” between their respective agencies, jurisdictions and school districts etc. when needed.

3. Information Officer:
   a. Will normally be the Public Information Officer.
   b. Obtain briefings from the Incident Commander or other staff.
   c. Prepare initial event/situation summary for release.
   d. Establish press area near scene but away from Command Post.
   e. Release information to the press as appropriate.
   f. Coordinate significant releases with Incident Commander.

4. Scribe:
   a. Documents events, decisions and actions as directed by the Incident Commander.

5. Senior Advisor:
   a. Not a part of the ICS command structure, but assists with policy decisions.
   b. May be of lesser, equal or greater rank than the Incident Commander.

7.7 INCIDENT COMMAND SECTIONS AND GENERAL STAFF RESPONSIBILITIES:
General staff (Section Commanders) may or may not be co-located with the Incident Commander. They report directly to the Incident Commander. If assigned, their responsibilities are as follows:

1. Logistics and Support Section Commander:
   a. Provide for all necessary supplies and equipment.
   b. Make arrangements for supply and replacement of necessary food, water, sanitation supplies, vehicles, generators, tents, etc.
   c. Provide for equipment maintenance and refueling.
   d. Manage all service and material resources necessary to handle the incident.
   e. Locate and arrange for the use of facilities.
   f. Provide for photocopying of maps, floor plans, etc
   g. If necessary, establish a first-aid station or field morgue in cooperation with D.E.M. and the Medical Examiner’s Office.
   h. Develop an incident communications plan, and obtain equipment as necessary, to ensure communication among internal components and outside agencies, to include:
      i. Radios with shared frequencies
      ii. MDTs
      iii. Computers
      iv. Telephone.
      v. FAX.
      vi. Written dispatch delivered by officers.

2. Operations Section Commander:
   a. Direct and coordinate all tactical operations.
   b. Assist with development of goals and objectives.
   c. Develop operational plans and determine their impact and risk.
   d. Establish a traffic control plan in conjunction with other agencies.
   e. Organize evacuation, as necessary, of buildings and neighborhoods.
   f. Establish interior patrol of affected areas if necessary for general law enforcement and prevention of looting.
   g. Request or release resources through Incident Commander.
   h. Make status reports to Incident Commander.
   i. Supervise (or delegate supervision) of Staging Area and direct dispatch of personnel.
   j. Implement action plans.

3. Planning and Intelligence Section Commander:
   a. Document the incident.
   b. Assess the circumstances and project the most likely outcomes and their impacts.
   c. Identify contingency plans, immediate and long-term.
   d. Assist in operational plan development, help determine success probability.
   e. Assemble technical specialists (Bomb Techs, Comm Specs, CDU, SWAT, etc).
   f. Obtain relevant maps, floor plans.
   g. Provide and update visual aids if requested (status boards)
h. Develop de-mobilization plan (to include CISM debriefings coordinated with Peer Support members).
  i. Anticipate changing resource needs.

4. Finance and Administration Section Commander (may or may not be commissioned):
   a. Mobilize, direct personnel to the appropriate staging area, track personnel.
   b. Track missing, injured or hospitalized personnel.
   c. Identify personnel requiring relief, breaks, food, water, etc.
   d. Log and track deployments.
   e. Assist Operations Section Commander with supervision of staging area to include a check-in/check out procedure for personnel and/or equipment, staffing phones, delivering messages dispatching personnel.
   f. Coordinate mutual aid if necessary.
   g. Document all incident costs for future payment/reimbursement.
   h. Recommend cost savings measures to Incident Commander.
   i. Assign responsibilities as necessary for:  
      i. Time Keeping  
      ii. Procurement  
      iii. Compensation and Claims  

7.8 OTHER INCIDENT COMMAND ASSIGNMENTS AND RESPONSIBILITIES:

1. Assistant Section Commanders: May be appointed by the Incident Commander or Section Commanders.
2. Area Commanders: Are appointed by a Section Commander. Area Commanders report to a Section Commander or Assistant Section Commander.  
   a. Responsible for specific geographic area exercising command within the section of responsibility.
3. Staging Area Officer
   a. Designate a secure staging area for responding vehicles and equipment, provide for its staffing, and maintain security.
   b. Log in all arriving members and equipment.
   c. Maintain ready status records of arriving members by squad.
   d. Advise the Logistics Officer on the availability of personnel/equipment.
   e. Dispatch personnel/equipment as requested by the IC or his/her designee.
   f. Maintain deployment status records of members involved in incident.
   g. Coordinate with the Logistics Officer the provision of food and/or equipment of members held in reserve at the staging area.
   h. Arrange for debriefing and/or decontamination of returning members, if necessary.
   i. Request Community transit for a bus to house, or transport personnel relieved or resting, if needed.
   j. Demobilize and arrange for clean-up of staging area.
4. Platoon Commanders/Team Leaders: Are appointed by a Section Commander and command a platoon or team. The platoon may be sub-divided into squads supervised by a sergeant, M.P.D or other senior deputy appointed by the Area Commander. Platoons/Teams and squad sizes shall depend on the nature of the task, terrain or area. Platoon Commanders/Team leaders report to a Section Commander or Assistant Section Commander.

5. Squad Leaders: Command a squad and report to a platoon leader or Area Commander.

7.9 UNIFIED COMMAND:

1. During large scale emergencies or events, or at other times, it may be appropriate to join forces with other agencies in a Unified Command. While SCSO's Incident Commander would still have authority over SCSO personnel; mission objectives and goals are determined jointly by members of the Unified Command, that may include:
   a. Other law enforcement agencies.
   b. Fire, HAZMAT and EMS.
   c. City, County, State or Federal disaster officials.
   d. Local or Federal Departments of Transportation or Ecology, Public Works
   e. Red Cross, King County S.A.R., or other volunteer organizations
   f. Event officials (in the case of sporting or other planned events).

2. All agencies contribute by:
   a. Determining objectives
   b. Planning jointly
   c. Conducting integrated tactical operations.
   d. Maximizing use of all resources.

3. Unified Command may be appropriate during incidents that:
   a. Affect more than one jurisdiction.
   b. Involve more than one agency within a jurisdiction.
   c. Involve multiple geographical or regional agencies.

4. Unified Command provides:
   a. One set of objectives.
   b. Collective approach to strategies.
   c. Improved information flow and coordination.
   d. Better understanding of objectives, priorities, limitations and restrictions.
   e. A format that optimizes combined efforts of all agencies.
   f. Improved cost effectiveness.
   g. A command structure that does not compromise authority.
7.10 PERSONNEL ACCOUNTABILITY AND POST-INCIDENT PROCEDURES:

Personnel accountability at an emergency scene is an essential element of the Incident Command System. Tracking the location of all personnel is critical to the successful conclusion of an ICS incident. Personnel accountability requires a commitment to safety by all members of the Office

Relief and Missing Personnel:
1. Supervisors will be responsible for personnel under their control during police operations, and should be aware of extended post assignments and provide adequate relief.
   a. Weather conditions can affect proper relief times.
   b. In the event of traumatic incidents or extended physical activity, deputies should be limited to no more than six hours on-scene, if possible.
2. At any given time, if all personnel are not accounted for, the supervisor will notify the Section Commander, who will notify the Incident Commander.
   a. The Incident Commander will direct the Operations Section to formulate and implement a search plan for the missing personnel as soon as possible.

Demobilization or De-escalation of an Incident Command Incident:
1. Accountability for Personnel:
   a. Accountability for personnel continues to be critical during de-escalation or demobilization. As noted above, a search plan must be executed as soon as possible in the case of missing personnel.
2. Accountability for Equipment:
   a. Supervisors will account for equipment issued to personnel under their command. Supervisors will ensure that all equipment is turned in and/or accounted for before they are relieved of duty.
3. After-Action Operational Critique:
   a. After significant events or incidents, the Incident Commander will hold an Operational Critique to discuss the event to identify:
      i. What went well;
      ii. What did not; and
      iii. Make or solicit suggestions for ICS improvement.
4. After-Action Reports:
   a. After-Action Reports will be completed whenever a significant deployment or other unusual circumstances are involved, or if Command directs.
   b. Typically, the Planning/Intelligence Section Officer will complete any After-Action Report required.
   c. After-Action Reports shall report the incident from an Incident Command System frame of reference.
   d. The After-Action Report shall be forwarded via the chain of command to the appropriate Commander in the form of a draft memo.
   e. The Commander will review the draft memo and may forward a confidential memo to the Sheriff
f. After review of the draft memo and/or confidential memo, a general After-Action Report may or may not be issued by the Sheriff or his designee.

5. Critical Incident Stress Management and Debriefings:
a. In critical incidents, the Incident Commander or Operations Section Commander will arrange for a Critical Incident Stress Debriefing if appropriate.
b. This should be for all affected personnel and may be in conjunction with debriefings held by other agencies (Fire, EMS, etc.)
c. Even days or weeks after an event, involved personnel can suffer emotional trauma as a result of their involvement, or what they have witnessed. Supervisors and peers should monitor co-workers and personnel under their command and provide support services as needed.

8. ICS/UO STAGING AREA

8.1 STAGING AREA FUNCTION:

The Incident Commander or a designee may establish a Staging Area. Proper check-in and check-out of personnel resources is essential, especially during large scale events. In order to provide meaningful accountability to the Incident Commander, all personnel assigned to the incident must be properly logged in and logged out via the Staging Area, either by phone, radio or in person.

1. The Staging Area should not be at the Command Post.
2. The Staging Area shall be specified during call-out to the responding personnel.
3. The Staging Area provides a location for:
   a. Accounting and processing of personnel.
   b. Dispatching of personnel.
   c. Disbursement, protection, vehicle controls, emergency equipment, food, etc.
4. The Incident Commander or the Logistics Commander may appoint a Staging Area Officer to coordinate the activities of the Staging Area.

9. PRECINCT COMMAND ICS/UO RESPONSIBILITIES

9.1 GENERAL COMMAND RESPONSIBILITY AT LAW ENFORCEMENT SITUATIONS.

Command of Sheriff’s Office resources at a police/law enforcement situation rests with the field supervisor or the on-scene senior deputy. Such person has the authority to direct the operation and is responsible for its outcome. Senior command personnel may make suggestions; however, they may not actively direct the operation unless they properly relieve the subordinate of command. A senior command officer at an emergency scene who does not choose to take command may be held accountable for unfavorable developments which they could have prevented by assuming control.
9.2 SENIOR DEPUTY AT THE SCENE:

The senior deputy at the scene of an ICS/UO incident shall:

a. Assume command until relieved by a superior.
b. Establish a Field Communications Post or Command Post as necessary.
c. Record the activities.
d. Request a supervisor and other assistance, if necessary.
e. Request assistance from SNOPAC to provide a working "talk group" that can be merged with any other responding agencies (PSOPS, LERN etc.).

9.3 FIRST SUPERVISOR AT THE SCENE:

The first supervisor at the scene shall evaluate the incident; notify the Watch Commander, Command Duty Officer, or appropriate Division or Bureau Commander:

a. Assume command and request any Office work force or resources necessary to control the situation.
b. Recommend and/or make appropriate unit call-outs/mobilization if the work force and resources on hand or immediately available inadequate to control the incident.
c. Serve as Incident Commander until relieved.

10. OFFICE ICS/UO COMMAND RESPONSIBILITIES

10.1 SHERIFF

The Sheriff or a designee shall have ultimate responsibility for command and control of ICS and UO operations, to:

a. Determine personnel best suited for Incident Command responsibilities.
b. Deploy personnel and equipment and maintaining law enforcement services to the County.
c. Constantly evaluate of the incident.
d. Inform County/State officials (i.e., County Executive, Council, Governor, etc.) of police activities when requested or appropriate.
e. Request assistance from other agencies.

10.2 OPERATIONS BUREAU CHIEF:

The Operations Bureau Chief or a designee shall:

1. If not the Incident Commander, ensure that appropriate persons assume Incident Commander and Section Commander responsibilities.
2. Evaluate and update Office needs.
3. Coordinate the mobilization of all personnel by notifying all appropriate Commanders.
4. Establish a Department Command Center separate from the Field Command Post if appropriate, such as at the Snohomish County Department of Emergency Management Operations Center.
5. Ensure the establishment of a Staging Area, if necessary.
6. Coordinate communications with assisting agencies.
7. Ensure that a Major Incident Review is conducted at the completion of the incident.

11. OTHER PREASSIGNED ICS AND UO DUTIES AND RESPONSIBILITIES

11.1 INTELLIGENCE UNIT

1. Collect intelligence information and perform surveillance during civil disturbances or demonstrations.
2. Perform evaluations of the field situation during other emergencies.
3. Provide video and photographic recording teams.
4. Report directly to the Planning and Intelligence Section Commander.

11.2 INTERNAL INVESTIGATIONS UNIT

1. Adjust its hours to provide adequate citizen complaint accessibility.
2. Be assigned by the Undersheriff Sheriff or his designee to perform other duties as necessary.

11.3 PUBLIC INFORMATION OFFICER

1. Prepare news releases, safety bulletins, and other public information bulletins.
2. Act as liaison to the news agencies and affiliates.
3. Report to the Command Post or Department Command Center or DEM as determined by the Incident Commander or higher authority.

11.4 ORGANIZATIONAL DEVELOPMENT DIVISION

1. Shall provide coordination of information relating to personnel injured during the emergency operations.
2. They shall provide emergency notification upon request of the Sheriff.

11.5 DEPARTMENT OF EMERGENCY MANAGEMENT

The Sheriff or a designee may request the Department of Office Emergency Management (DEM) to activate the Emergency Operations Center (EOC) during an Unusual Occurrence or large scale event. Command/supervisory personnel may be directed to respond the EOC during Unusual Occurrences or large scale events. The following activities occur in the EOC.
1. Providing auxiliary services, personnel, equipment and supplies as required by the Incident Commander.
2. Maintaining situation maps and activity logs encompassing the emergency and preparing reports for the Sheriff or a designee.
3. Maintaining communications with the field units and the Incident Command Post.
4. Reviewing traffic control plans in the stricken areas based on the recommendations of the Incident Commander.
5. Providing a liaison with news gathering agencies.
6. Providing a liaison with other involved agencies.
7. Compiling information on dead, injured, or missing persons.
8. Collecting and distributing information regarding damaged areas and the traffic capability of streets.

11.6 SHERIFF'S OFFICE STAFFING AT THE DEPARTMENT OF EMERGENCY MANAGEMENT

During a Mutual Aid mobilization or large event or Unusual Occurrence, if the DEM EOC is not going to be the command post for the utilization of the incidents commanders in an Unified Command setting, the Sheriff’s Office shall staff the EOC with a law enforcement representative capable of making decisions, coordinating recourse requests and providing current information regarding Sheriff’s Office activities. The EOC representative should maintain close contact with the Incident Command Post and with other EOC personnel.

12. CHANGE OF OVERALL COMMAND

When an emergency operation involving a major incident scene has been resolved, and the need for Incident Command has passed, the Incident Commander shall pass on-scene command to the Unit responsible for further investigation or follow-up.

a. A Supervisor from the appropriate follow-up unit shall assume field command.
b. All personnel shall continue to assist the Follow-up Unit Supervisor.

13. ANNUAL REVIEW

The Commander of the Special Operations Division shall be responsible for reviewing this standard operating procedure on an annual basis. This review shall include coordination with other governmental agencies that may be involved in responding to the unusual occurrences covered in this document.

14. AFTER ACTION REPORT
An After-Action Report will be completed whenever a significant deployment or other unusual circumstances are involved or when directed to do so by higher authority.

14.1 GENERAL INFORMATION
1. An After-Action Report provides the chain of command with a synopsis of a critical incident or major event.
2. The Incident Commander shall set the date that the After-Action Report should be completed.
3. The Planning/Intelligence Chief is responsible for completing the After-Action Report. If a Planning/Intelligence Chief is not available to complete the report it is the responsibility of the Incident Commander to ensure completion of the report.
4. The After-Action Report will be distributed per the direction of the Incident Commander.

14.2 REPORT FORMAT AND CONTENTS
1. The following items must appear in an After-Action Report.
   a. Situation\The date and time, location, (including the precinct of occurrence) and the incident classification.
   b. Include a brief description of the incident and the circumstances leading up to the event.
2. Mission objective
   a. A statement of task and purpose.
3. Deployment Information
   a. List the sworn employees that are assigned to the Incident Command System.
   b. Resources deployed:
      i. Patrol,
      ii. SWAT/CNT,
      iii. Technical advisors in areas such as computers,
      iv. Crime analysts, Criminal intelligence personnel.
4. Chronological summary of the incident
5. Document all actions from the beginning of the incident to the stand-down procedures. List personnel in order that they were relieved.
6. If an operational order was written for a planned event attach it to the After-Action Report.
7. Attach relevant maps, floor plans, etc.
8. List outside agencies that assisted in the operation, their supervisor’s identifying information and number of personnel.
9. Enforcement
   a. Document any arrests. Include the reason for the arrest and the corresponding case numbers.
   b. Reference generally whether any force was necessary to affect the mission. Details of the use of force should be documented in a Use of Force packet and routed through normal channels.
10. Noteworthy situations, events and circumstances.
11. Logistics
    a. The name of the person assigned to coordinate the logistics for the incident.
    b. Property accountability - identify equipment, vehicles, and supplies used for the event.
    c. Whether a relief and rotation schedule was used and how it was implemented.
    d. Description of food service provided to personnel.
    e. Method used to restock supplies.
12. Communications plan lists which forms of communications were used. Include whether a tactical frequency was used and if it was monitored.
13. Critique
   a. The purpose of the critique is to identify any appropriate training, equipment, or planning and to recognize those actions that proved effective. Recommendations to improve the Office’s response to future events shall also be included in the critique.
   b. An After-Action Report should be an objective and fact-based assessment. Speculation, vague or unproductive criticism and/or unfocused grievances, which cannot reasonably be redressed, have no place in an After-Action Report. It is important to remember that an After-Action Report may be subject to a Public Disclosure Request, and is certainly subject to judicial discovery.

DISTRIBUTION

The original After-Action Report shall be forwarded through the chain of command to the Sheriff.
15. ATTACHMENT A: Model Mobilization Outline and Staffing Guide

Personnel Mobilization

**Level 1:**
SWAT/CDU/Motors/CIU Minimal Patrol Personnel
Two 29 person squads  68 Personnel Total
This is the first level of mobilization. It is the least intrusive on normal operations.
The following structure would be optimum:

**Command/Logistics/Communications**
1 Captain: Special Operations Commander, Incident Commander
1 Lieutenant: Special Operations Assist Division Commander, Operations Commander

**Logistics/Comms/Intel**
1 Sergeant: Logistics/Communications (SWAT/CNT)
2 Deputies: Logistics (SWAT/Vehicle ops)
1 Deputy: Communications (SWAT)
1 Deputy Intel (ODD)
1 LES (CIU)
2 Reserve Deputies Logistic support (Vehicle drivers. Etc)

**1st Field Force:**
1 Lieutenant (SWAT) Commander
4 Sergeants (SWAT) Squad Leaders
24 Deputies (18 SWAT, 2 Motors 1 CIU, 3 Patrol)

**2nd Field Force**
1 Lieutenant (CDU) Commander
4 Sergeants (3 CDU/1 Motors)
24 Deputies (21 CDU/ 3 CIU)

Provides:
A 13 person command/communications/logistics element
Two 29 person deployable platoons each comprised of a platoon commander and four 7 person squads.
Requires:
1 Captain (Spec Ops)
3 Lieutenants (Spec Ops/SWAT/CDU)
9 Sergeants (SWAT/CDU)
52 Deputies
2 Reserve Deputies
1 LES

Total personnel: 68 (71 with aircrew)
Three Communications Vehicles (Command Bus, SWAT Bus, CNT Van)
1 Helicopter FLIR/Comms/Microwave Down link
1 Armored Vehicle
LEVEL 2
SWAT/CDU/INVESTIGATION AND LIMITED PATROL PERSONNEL
Four 29 person squads (116 Field deployable) Up to 137 total personnel
This is the second level of mobilization. The level requires an elimination of investigations and other non-patrol operations while leaving patrol operations as intact as possible.

Command/Logistics/Communications
1 Bureau Chief: Support Services, Incident Commander
1 Captain: Special Operations Division Commander, Operations Commander

Logistics/Comms/Intel
1 Lieutenant: Special Ops, Logistics/Communications/Intel Commander
1 Sergeant: Logistics/Communications (SWAT/CNT)
2 Deputies: Logistics/Support (SWAT-ODD/1 Veh Ops)
2 Deputies: Communications/Intel (1 SWAT-CNT/1 ODD)
3 Reserve Deputies: Logistic Support/Drivers, etc
2 LES (INV/CIU)
1 Fiscal

1st Field Force:
1 Lieutenant (SWAT) Commander
4 Sergeants (SWAT) Squad Leaders
24 Deputies (18 SWAT, 2 Motors 1 CIU, 3 Patrol)

2nd Field Force
1 Lieutenant (CDU) Commander
4 Sergeants (3 CDU/1 Motors)
24 Deputies (21 CDU/3 CIU)

3rd Field Force
1 Lieutenant (Patrol)
4 Sergeants (1 Patrol sergeant/2 Investigations/1 ODD)
24 Deputies (Investigations/CIU –non-uniform/ODD/Patrol)

4th Field Force
1 Lieutenant (ODD)
4 Sergeants (2 Patrol/1 SAR/ 1 Investigations
24 Deputies (Investigations/CIU-non-uniformed/ODD/Patrol

Provides
14 person command/logistics element
Four 29 person deployable platoons comprised of a platoon commander and four 7 person squads.

Requires:
1 Bureau Chief
1 Captain
5 Lieutenants
17 Sergeants
100 Deputies
3 Reserve Deputies
2 LES
1 Fiscal

Total Personnel 130
133 personnel with Aircrew. 137 with SAR Comms personnel
Four Communications Vehicles (Command Bus, SWAT Bus, CNT Van, SAR Comms Van)
1 Helicopter  FLIR/Comms/Microwave Down link
1 Armored Vehicle
LEVEL 3:

Partial Mobilization (Limited Patrol and Detective Operations)

Four 37 Person Squads 148 Field Deployable

This is the third level and keeps some Investigation and ODD personnel in reserve for additional manpower needs should such be required. It requires a re-shaping of Patrol to meet patrol duties staffing requirements. Patrol deputies assigned to maintain general Patrol duties work 12 hours shifts, all days off cancelled, etc.

Command/Logistics/Communications

1 Bureau Chief: Operations Bureau Commander
   Incident Commander

1 Captain: Special Operations Division Commander
   Operations Commander

Logistics/Comms/Intel

1 Lieutenant; East Precinct Logistics/Communications/Intel Commander

1 Sergeant: Logistics/Communications (SWAT/CNT)

2 Deputies: Logistics/Support (SWAT-ODD)/1 SAR/1 Veh Ops)

2 Deputies: Communications/Intel (1 SWAT-CNT/1 ODD)

5 Reserve Deputies: Logistic Support/Drivers, etc

3 LES (Admin/Precinct/CIU)

1 Fiscal

1st Field Force:

1 Lieutenant (SWAT) Commander

4 Sergeants (SWAT/) Squad Leaders

32 Deputies (18 SWAT, 2 Motors, 9 Patrol, 3 Reserves )

2nd Field Force

1 Lieutenant (CDU) Commander

4 Sergeants (3 CDU/1 Motors/1 Patrol)

32 Deputies (21 CDU/ 4 CIU/5 Patrol, 2 Reserves)

3rd Field Force

1 Lieutenant (Special Ops)
4 Sergeants (2 Patrol/2 Investigations/1 ODD)
32 Deputies (27 Patrol/Investigations/ 5 Reserves)

4th Field Force
1 Lieutenant (ODD)
4 Sergeants (2 Patrol/1 SAR/1 Investigations)
32 Deputies (27 Patrol/Investigations/ 5 Reserves)

Provides:
A 17 person command/logistics element
Four 36 person deployable platoons each comprised of a platoon commander and five 7 person squads.

Requires:
1 Bureau Chief 3 Available
1 Captain 3 Available
5 Lts 7 Available
17 Sergeants 21 Available
118 deputies 138 Available
20 Reserves 20 Available
2 LES 9 Available
1 Fiscal 3 Available

Total personnel: 164
167 with aircrew 171 with SAR Comms
Four Communications Vehicles (Command Bus, SWAT Bus, CNT Van, SAR Comms Van)
1 Helicopter FLIR/Comms/Microwave Down link
1 Armored Vehicle

PATROL/PRECINCT STAFFING LEVELS UNDER LEVEL THREE:
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ODD:

1 Sgt
6 Deps

Spec Ops:

CT:
1 Sgt
1 MPD
4 Deps
5 Deps

SAR/Motors/CIU

3 Sgts
16 Deps

Reserves:
2 Deps
20 Deps

Non-mobilized Commissioned Personnel: 80
11 Sgts
6 MPDs
49 Deputies
12 Dets
2 Reserves

Total Commissioned Personnel Available for Mobilization: 179
21 Sgts
138 Deps
20 Reserves

Total Commissioned Mobilized: 162 (Includes Reserves)

Personnel not included in either the “non-mobilized” or “Personnel Available for Mobilization” numbers to account for vacant billets, sickness, personnel away on vacations, etc.

Sheriff
Undersheriff
2 Bureau Chiefs
2 Captains
2 Lieutenants
20 MPDS/Deputies/Detectives
Total Commissioned Not Mobilized: 108
LEVEL 4

Full Mobilization of All Commissioned Personnel
37 Person Command/Control/Comms/Admin/Logistics Section
Two 109 Person Field Deployable Task Groups
This is the fourth level eliminates day-to-day operations. Every function of the Office would be subordinate to the mobilization and personnel would be assigned to those tasks required on priority.

Command: 6 Personnel
1 Undersheriff: Incident Commander
1 Bureau Chief: Operations Bureau, Operations Commander
1 Captain: Special Operations, Deputy Operations Commander
1 LES
2 LETs

Logistics: 16 Personnel
1 Bureau Chief: Support Services Bureau: Logistics Commander
1 Lieutenant (ODD) Logistics
1 Sergeant: Logistics (SWAT/CNT)
2 Deputies: Logistics/Support (SWAT-ODD)/1 SAR/1 Veh Ops)
2 Reserve Deputies
3 LESs
3 LETs
1 Evidence Control
2 Fiscal

Communications/Intel/PIO: 15 Personnel
1 Bureau Chief: Technical Services Bureau: Comms/Intel Commander
1 Sergeant (ODD) Comms/Intel
3 Deputies: Communications/Intel/PIO (1 SWAT-CNT/2 ODD)
3 Reserve Deputies: Support/Drivers, etc
3 LESs
3 LETs
1 Fiscal
**Task Group Alpha: 109 Personnel**
1 Captain: Patrol Division, Task Group Commander

**1st Alpha Field Force: 36 Personnel:**
1 Lieutenant (SWAT) Commander
5 Sergeants (SWAT/) Squad Leaders
30 Deputies (18 SWAT, 2 Motors, 7 Patrol, 3 Reserves)

**2nd Alpha Field Force: 36 Personnel**
1 Lieutenant (Patrol)
5 Sergeants (2 Patrol/1 SAR/1 Investigations)
30 Deputies (25 Patrol/Investigations/ 5 Reserves)

**3rd Field Force: 36 Personnel**
1 Lieutenant (Patrol)
5 Sergeants
30 Deputies (Patrol/Investigation)

**Task Group Baker: 109 Personnel**
1 Captain: Investigations Division, Task Group Commander

**1st Baker Field Force: 36 Personnel**
1 Lieutenant (CDU) Commander
5 Sergeants (3 CDU/1 Motors/1 Patrol)
30 Deputies (21 CDU/ 4 CIU/3 Patrol, 2 Reserves)

**2nd Baker Field Force: 36 Personnel**
1 Lieutenant (Special Ops)
5 Sergeants (3 Patrol/2 Investigations)
30 Deputies (25 Patrol/Investigations/ 5 Reserves)

**3rd Baker Field Force: 36 Personnel**
1 Lieutenant (Patrol)  
5 Sergeants (2 Patrol/1 SAR/1 Investigations)  
30 Deputies (25 Patrol/Investigations/ 5 Reserves)

**Provides:**
A 38 person command/control/communications/Admin/Logistics element  

**This Requires:**
1 Undersheriff 1 Available  
3 Bureau Chief 3 Available  
3 Captain 3 Available  
7 Lts 8 Available  
32 Sergeants 32 Available  
185 deputies 214 Available  
20 Reserves 22 Available  
7 LES 9 Available  
6 LETs 18 Available (?)  
3 Fiscal 3 Available  
1 Evidence Control 6 Available (?)

**Total personnel: 255**
258 with aircrew 262 with SAR Comms  
Four Communications Vehicles (Command Bus, SWAT Bus, CNT Van, SAR Comms Van)  
1 Helicopter FLIR/Comms/Microwave Down link  
2 Armored Vehicles  
2 support vehicles (flatbed/training bus)

**Total Commissioned Not Mobilized: 20**
Mobilization Staging

LEVEL ONE

Personnel:  68

Vehicles:

Patrol/Unmarked cars: Up to 60

Specialty Vehicles:

SWAT Command Bus

Command/Communications Bus

CDU Equipment Vehicle

Optional Specialty Vehicles:

Transportation Bus: 38 Personnel

2 Armored Vehicles

1 large flat bed truck

CNT Communications

SAR Command/Communications vehicle

SAR Mobile Field Kitchen

6 Patrol Motorcycles

3 trailerable Marine Patrol Boats

2 hovercraft

Aircraft

1 Medium lift UH1H

Personnel movement (11 Personnel)

Medivac (3 Stretcher plus 4 ambulatory

Firefighting

Command/control platform

1 Light Patrol MD500

FLIR/Nightsun

Microwave downlink w/suitcase receiver

Aircraft Support

SAR Command/communications van
5,000 gal fuel truck
500 gal fuel trailer

**Mobilization Staging points**
Because Level One involves such a relatively small number of personnel that will be dedicated to a relatively localized incident, pre-determined locations are not required. A location will be determined when the decision to have a Level One mobilization is made. The Incident commander will determine the location taking into account the mission, the location where the personnel will ultimately be deployed to, and the required logistical support elements. Command/control/communication/coordination is centralized in a single mobile Tactical Operations Center.

**LEVEL TWO**

Personnel: 137

Vehicles:
- Patrol/unmarked cars: Up to 128
- Specialty Vehicles:
  - SWAT Command Bus
  - 2 Command/Communication Buses
  - CDU Equipment Vehicle
- Optional Specialty Vehicles:
  - Transportation Bus: 38 Personnel
- 2 Armored Vehicles
- 1 large flat bed truck
- CNT Communications
- SAR Mobile Field Kitchen
- 6 Patrol Motorcycles
- 3 trailerable Marine Patrol Boats
- 2 hovercraft

**Aircraft**
- 1 Medium lift UH1H
  - Personnel movement (11 Personnel)
  - Medivac (3 Stretcher plus 4 ambulatory
  - Firefighting
  - Command/control platform
1 Light Patrol MD500
    FLIR/Nightsun
    Mircowave downlink w/suitcase receiver

Aircraft Support
    SAR Command/communications van
    5,000 gal fuel truck
    500 gal fuel trailer

Mobilization Staging points
    Level Two mobilization is an extension of Level One. However personnel levels
double as do logistical requirements. One mobilization site is required. As with
Level One, the Incident Commander will determine the mobilization site dependant
on the mission and the location(s) field force personnel will be deploying to and the
logistical requirements

Logistics Concerns
    The considerable logistical requirements associated with a Level Two mobilization
will require a large area to handle personnel and vehicles. Personnel support, to
include billeting and messing maybe required. Vehicle support will also be
considerable, as will transportation of field force personnel. Coordination with bus
companies/Community Transit may be required.

Command/ Control/Communications/Coordination
    Command and Control requires only one mobile Tactical Operations Center. The
Incident Commander and Operations Commander will work out of TOC. However,
the Logistics/Comms/Intel section will require a linked Logistical Support Center for
11 personnel responsible for logistical support and related issues.
LEVEL THREE

Personnel: 148

Vehicles:
- Patrol/unmarked cars: Up to 142
- Specialty Vehicles:
  - SWAT Command Bus
  - 2 Command/Communication Buses
  - CDU Equipment Vehicle
- Optional Specialty Vehicles:
  - Transportation Bus: 38 Personnel
- 2 Armored Vehicles
- 1 large flat bed truck
- CNT Communications
- SAR Mobile Field Kitchen
- 6 Patrol Motorcycles
- 3 trailerable Marine Patrol Boats
- 2 hovercraft

Aircraft
- 1 Medium lift UH1H
  - Personnel movement (11 Personnel)
  - Medivac (3 Stretcher plus 4 ambulatory
  - Firefighting
  - Command/control platform
- 1 Light Patrol MD500
  - FLIR/Nightsun
  - Microwave downlink w/suitcase receiver

Aircraft Support
- SAR Command/communications van
- 5,000 gal fuel truck
- 500 gal fuel trailer

Mobilization Staging points

Level Three mobilization has an increase of only 10 personnel over Level Two, but it involves more Patrol personnel, thus an increase of marked patrol units in the vehicle
make-up. This allows greater flexibility on field force deployment options. As with Level Two, the Incident Commander will determine the mobilization site dependant on the mission where the location(s) field force personnel will be deploying to and the logistical requirements.

**Logistics Concerns**

The considerable logistical requirements associated with a Level Three mobilization will require a large area to handle personnel and vehicles. Personnel support, to include billeting and messing maybe required. Vehicle support will also be considerable, as will transportation of field force personnel. Coordination with bus companies/Community Transit may be required.

**Command/ Control/Communications/Coordination**

Command and Control requires only one mobile Tactical Operations Center. The Incident Commander and Operations Commander will work out of TOC. However, the Logistics/Comms/Intel section will require a linked Logistical Support Center for 15 personnel responsible for logistical support and related issues.
LEVEL FOUR

Personnel:   262

Vehicles:
  Patrol/unmarked cars:  Up to 230
  Specialty Vehicles:
  SWAT Command Bus
  3 Command/Communication Buses
  CDU Equipment Vehicle
  Optional Specialty Vehicles:
    Transportation Bus:  38 Personnel
  2 Armored Vehicles
  1 large flat bed truck
  CNT Communications
  SAR Mobile Field Kitchen
  6 Patrol Motorcycles
  3 trailerable Marine Patrol Boats
  2 hovercraft

Aircraft
  1 Medium lift UH1H
    Personnel movement (11 Personnel)
    Medivac (3 Stretcher plus 4 ambulatory
    Firefighting
    Command/control platform
  1 Light Patrol MD500
    FLIR/Nightsun
    Microwave downlink w/suitcase receiver

Aircraft Support
  SAR Command/communications van
  5,000 gal fuel truck
  500 gal fuel trailer
Mobilization Staging points

Level Four mobilization is a complete mobilization for the Sheriff’s Office. All routine activity has come to a halt and all resources are being collected, organized and deployed. This mobilization has two staging options.

Staging Option 1 (Communications Failure)

Level Four may well occur due to a catastrophic event such as a significant natural disaster or similar event that has a significant regional impact. Communications systems are inoperable; roadways are severely impacting, reducing, or eliminating some route options especially where bridges are required.

All personnel will be pre-coded for pre-selected mobilization sites. These sites are:

- North County: Arlington Airport
- East County: Evergreen Fairgrounds
- South County: Paine Field (Central Command Location)

In lieu of instructions to the contrary, off-duty personnel will report to their assigned mobilization point, or if they are closer to another mobilization point, that closest to their present location, in the vent of a significant incident and obvious communications breakdown.

Paine Field will be the Central Command Center. Here is where the Incident Commander will establish the Sheriff’s Office Tactical Operations center as well as the Primary Logistics Operations Center. Satellite, or regional TOCs and LOCs, will be established at the Evergreen Fairgrounds and Arlington Airport. Eventually, as communications are restored, the regional centers will link with Central Command.

On-duty personnel will proceed to the appropriate mobilization relative to their location, unless directed otherwise.

Staging Option 2 (Communications intact)

Off-duty personnel will be contacted as possible to verify that they are in route to their mobilization assignments, or to cancel/modify standing mobilization orders. But, personnel will be instructed to proceed to their designated mobilization site when a severe incident occurs, unless directed otherwise.

Logistics Concerns

The considerable logistical requirements associated with a Level Four mobilization will require a significant amount of time and resources. Each mobilization site will
require a logistical operations center. Identifying, mustering, rostering and organizing personnel, establishing the squads, Field Force Platoons and Task Groups will be a major logistical undertaking. Personnel support, to include billeting and messing will most likely be required. Sustainability issues will be a major factor, both for personnel and equipment. Transportation of field force personnel will be a serious undertaking. Coordination with bus companies/Community Transit may well be required.

Non-Sheriff’s Office personnel may end-up at the mobilization sites. Communicating and coordinating with their respective agencies will present a whole series of logistical issues

**Command/ Control/Communications/Coordination**

Command and Control require a Tactical Operations Center at each site. A command bus will be detailed to each site to function as both the TOC and LOC. As the Task Groups are formed, they will be detailed to functions.
16. ATTACHMENT B: Snohomish County Law Enforcement and Security Resources Mobilization Plan
17. ATTACHMENT C: Definitions for Homeland Security Threat Levels

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested protective measures:

1. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. Personnel should consider the following general measures:
   - Refining and exercising as appropriate preplanned Protective Measures;
   - Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
   - Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

2. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, personnel should consider the following general measures:
   - Checking communications with designated emergency response or command locations;
   - Reviewing and updating emergency response procedures; and
   - Providing the public with any information that would strengthen its ability to act appropriately.

3. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. Personnel should consider the following general measures:
   - Increasing surveillance of critical locations;
   - Coordinating emergency plans as appropriate with nearby jurisdictions;
   - Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
   - Implementing, as appropriate, contingency and emergency response plans.

4. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the above measures personnel should consider the following general measures:
   - Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
   - Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
• Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
• Restricting threatened facility access to essential personnel only.

5. Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the measures in the previous Threat Conditions, personnel also should consider the following general measures:

• Increasing or redirecting personnel to address critical emergency needs;
• Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
• Monitoring, redirecting, or constraining transportation systems; and
• Closing public and government facilities
18. Attachment D: Response Guidelines for Civil Disturbance

PURPOSE
Freedom of speech is a fundamental right guaranteed by the United States Constitution. When exercised within the spirit and intent of the law, individuals are afforded the opportunity to express opinions openly and without fear of reprisal from the government. The government, and law enforcement in particular, must ensure individual’s rights to express themselves do not infringe upon the rights or safety of others. Should demonstrations transcend lawful boundaries, police must be prepared to respond with fair and impartial enforcement of the law. The purpose of this section is to offer guidance on successful resolution of incidents of civil disobedience, and crowd or riot situations involving unlawful activity.

MISSION
In civil disobedience, crowd, or riot situations involving unlawful activity, involved police personnel shall adhere to the Sheriff’s Office basic law enforcement mission of protecting life and property. When possible, Office personnel should make an effort to coordinate with participants to ensure protests, demonstrations, and other public gatherings occur in a lawful manner. Snohomish County Sheriff’s Office policies and procedures, regarding the Use of Force, Full Restraint Position, Chemical Restraints, and Reporting Use of Force are incorporated herein by reference and should be reviewed by all personnel.

Use of Force/Tactical Deployment/Crowd Movement

1. Use of Force in Civil Disobedience, Crowd or Riot Situations Involving Unlawful Activity
   a. Should unlawful activities occur during a large gathering:
      • Law enforcement actions shall be done in a fair and impartial manner.
      • Only necessary force as defined in the Revised Code of Washington (RCW) 9A.16.010 will be used to control or disperse persons or groups or to effect arrests.
      • Deadly force may be used only in compliance with Sheriff’s Office policy and Washington State law.

2. Tactical Deployment
   a. Department resources should be deployed to accomplish specific law enforcement objectives identified.
   b. Tactical objectives may include:
      • Containment: to confine the unlawful disorder.
      • Isolation: to prevent the growth of the unlawful disorder and deny access to those who, for their own safety, are not involved.
      • Dispersal: to disperse the crowd and take appropriate action against law violators.

3. Crowd Movement
   a. The purpose of crowd movement is to peacefully move an unlawful crowd from one location to another
b. The on scene Incident Commander will authorize and direct all crowd movement tactics. Use of Chemical Agents in Civil Disobedience, Crowd or Riot Situations Involving Unlawful Activity

Chemical Agents

1. Purpose
   a. The authorized use of chemical agents during civil disobedience, crowd, or riot situations involving unlawful activity shall have as a primary objective one or all of the following:
      • Prevention of violence.
      • Suppression and dispersal of unlawful assemblies with minimum hazard to the public and law enforcement.
      • To aid in the overcoming of either passive or aggressive resistance to affect arrest.
      • Area or building deprivation to prevent further destruction of property when other means are not practical.

2. Deployment
   a. Unless it is an emergency situation, deployment of chemical agents shall be authorized only by an on scene Field Incident Commander holding the rank of Lieutenant or above.
   b. These devices shall only be deployed subsequent to a verbal dispersal or movement order.
   c. Only authorized Office personnel shall deploy these devices.
   d. Use of individually issued O.C. restraint is not prohibited by this policy. However, use of O.C. on an individual basis in an unlawful crowd or riot situation should be strictly controlled.

Less Lethal Weapons

1. Purpose:
   a. The purpose of less lethal weapons is to intervene in unlawful assemblies and or unlawful civil disturbance situations where verbal dispersal or movement orders have been ineffective.

2. Deployment:
   a. Unless it is an emergency situation, deployment of less lethal weapons shall be authorized only by an on scene Field Incident Commander holding the permanent rank of Lieutenant or above.
   b. These devices shall only be deployed subsequent to a verbal dispersal or movement order.
   c. Only authorized Department personnel shall deploy these devices.
   d. Use of individually issued less lethal weapons (i.e., baton) is not prohibited by this policy, but should be strictly controlled.
Reporting use of Chemical/Less Lethal Weapons

1. The Field Incident Commander authorizing the use of chemical agents or other less lethal weapons must justify the decision in a Use of Force report, with a copy submitted to his/her Bureau Commander in addition to normal routing.
   a. Use of these devices is considered “Use of Force” and shall be reported as required by Office policy.
   b. The Incident Commander authorizing the use of chemical agents or other less lethal weapons must justify the decision in a Use of Force report with a copy routed to their Bureau Commander in addition to normal routing.
19. ATTACHMENT E: BOMB THREATS/EXPLOSIONS/SUICIDE BOMBER

POLICY

Personnel who are not trained to Bomb Unit standards and specifically authorized to handle explosives, shall not move, attempt to move, disarm, or attempt to disarm any explosive device. Personnel are encouraged to request the Bomb Unit respond to the scene when any doubt exists as to the need.

BOMB THREATS

1. General
   a. Radios, cellular phones, and Mobile Data Terminals (MDTs) should not be used within 300 feet of the scene.
      i. Caution: 800MHz radios transmit when being turned on or off. Also, an 800MHz transmits after re-acquiring communication links to the server. Turn off your portable and car radios prior to arriving.
   b. Communication should be by non-cellular telephone.
   c. If it is necessary to use a radio or cellular phone, move at least 300 feet from the scene.
   d. As an alternative, prior to transmitting, position yourself so that there is a building between you and the device.
2. Find out from the person who received the call the exact words used in the threat so that the threat can be evaluated.

Responsibilities

Field Supervisor

1. When notified of a possible Bomb related incident do not utilize the radio but have SNOPAC communicate either via telephone or MDT.
2. Ensure that all dispatch information is via MDT and that reminder is given to all involved personnel to turn off cellular phones, radios, and MDTs prior to arrival.(Within 300 feet of the scene)
3. Ensure that the SNOPAC supervisor knows how many units to send to the scene.
4. Upon arrival on the scene:
   a. Establish a command center.
      i. Ensure all personnel responding check-in prior to entering the premises.
   b. Investigate the circumstances.
   c. Advise owner/person in charge of the options available. The owner/person in charge is responsible for making the following decisions:
      i. No action.
      ii. Search without evacuation.
      iii. Search with evacuation.

Searching

1. The sergeant will confer with the owner/person in charge of the premises regarding any search, and will determine on a case-by-case basis if deputies will assist in the search, and if so, how assistance can be rendered.
2. Deputies will advise the owner/person in charge of safety considerations.
a. No radio or cellular phone transmissions.
b. Do not touch any suspicious items.
c. Contact Bomb Unit personnel immediately if any suspicious items are located.

Evacuation

1. If the owner/person in charge decides to evacuate the area, the minimum safe distance is at least 300 feet. Ensure that the evacuation is performed orderly and quickly.
2. If there was a time given for the bomb to explode, it is a good practice to evacuate the scene at least 15 minutes before the threatened explosion, sooner if possible.
3. Ensure the employer can account for all employees.
   a. Suggest an “employee and customer assembly point.”

If A Bomb or Suspected Bomb Is Found:

1. Immediately notify the Bomb Unit.
   a. NOTE: Anyone who finds a suspicious item should be detained until the Bomb Unit arrives at the scene. Do not touch any device.
2. Once a suspect item is found, the area becomes a crime scene and police control prevails.
3. Treat all suspicious objects as a possible bomb.
4. Immediately evacuate everyone to a safe distance (minimum 300 feet away).
   a. If the location is a multiple floor building, evacuate the floor the bomb is on, the floor above, and the floor below.
   b. Generally, if the bomb is larger than a shoe box, evacuate additional floors and consider evacuating the entire building.
   c. Deputies should take advantage of natural protective barriers. Unless focused, shock and pressure waves from an explosion radiate outwards in all directions, but move in straight lines.
5. Ensure all Sheriff’s Office personnel are accounted for and are in a safe position.
6. Provide Bomb Unit personnel with all available information upon their arrival.
7. If possible, make a sketch of the floor plan around the device. Include any special circumstances such as hazardous materials.
8. Attempt to locate keys for all spaces in the facility affected.

HUMAN BOMBS – SUICIDE BOMBERS

1. When responding to person(s) attached to improvised explosive device(s), officers should:
   a. Control the person so that they cannot intentionally or accidentally detonate the device.
   b. Order the person to stand still and make no movement at all.
   i. If the person fails to obey verbal commands and the deputy(ies) reasonably believes that the actions of the person create a threat of physical harm to another person, including the officer, the officer may use physical force in order to protect themselves or others.
   c. The area immediately surrounding the suspect will be treated as a confinement area.

2. Important Considerations
   a. Use “shielding” and distance as safety measures.
   b. Immediately request that the Bomb Unit respond.
c. Damage and injury from an explosive device are directly related to the amount of explosive in the device.
d. The person wearing the explosive device should be considered a greater threat to the deputy(ies) or other persons than a person carrying a loaded firearm.
e. Deputies should attempt to relocate the suspect only when it is determined that movement will not detonate the bomb.
   i. Determine an appropriate location to detain the person attached to the explosive device pending arrival of the Bomb Unit.
      1. If patrol car is used, windows/doors should be left open to minimize the blast effects.
f. Ensure that the person attached to the explosive device remains in the confinement area.
g. Withdraw to a safe area and await the arrival of the Bomb Unit.

HAZARDOUS MATERIALS INCIDENTS

1. The U.S. Department of Transportation’s “Emergency Response Guidebook” should be consulted when responding to a Haz-Mat situation. The guidebook will help you identify and read hazard placards on transport vehicles. It will also provide you with information on the hazards of a particular material, and steps to take when responding to Haz-Mat incidents.

2. When responding to a hazardous materials incident, the first unit on-scene should:
   a. Approach the scene from upwind,
   b. Assess the need for, and request the assistance of, additional resources as needed.

3. The appropriate fire agency for the incident has overall responsibility for response to, and command of Haz-Mat situations.

4. Sheriff’s Office response actions
   a. Move people and keep them away from the scene. An initial safe perimeter is 500 feet.
   b. Perform life saving rescue and first aid.
   c. If possible, without endangering personal safety, attempt to identify the hazardous material.
   d. Hazardous materials transported by rail or road should be marked with a placard that has a 4 digit number on it. Provide that number to SNOPAC.
   e. Secure and contain the scene until other resources arrive.

5. Once fire/Hazmat has arrived and assumed command of the incident, the Sheriff’s Office role shall be to participate in a unified command with Fire as the lead agency. This may include:
   a. Traffic and crowd control.
   b. Evacuation.
   c. First Aid.
   d. Identifying and interviewing witnesses.
   e. Protection of property.
   f. Transportation of victims.

SPILL RESPONSE AND DISPOSAL, NO FIRE/HAZMAT RESPONSE

1. In situations where fire/hazmat does not respond, the sheriff’s personnel shall assess the need for removal and transportation of the hazardous material.

2. The on-scene supervisor shall notify SNOPAC as to the nature of the hazard.

3. SNOPAC will notify the Washington State Department of Ecology, which maintains 24 hour emergency Spill Response.

4. Adequate Sheriff’s personnel will remain at the scene until the DOE staff person arrives.
   a. Request from the DOE staff person authorization to have the hazardous material removed.

   a. Include in the report the name of the environmental service provider/coordinator.

SUSPICIOUS PACKAGE POSSIBLE CHEMICAL BIOLOGICAL WEAPON
1. Be alert for indicators of chemical and/or biological agents.
2. Have SNOPAC notify the Bomb Unit immediately.
3. Identify potential victims who were exposed to the package or suspected substance.
4. Follow appropriate guidelines under Attachment G: Chemical and Biological Agents/Weapons
21. ATTACHMENT G: CHEMICAL AND BIOLOGICAL AGENTS/WEAPONS

CHEMICAL AND BIOLOGICAL AGENTS/WEAPONS

POLICY
The Sheriff’s Office will respond immediately to calls where chemical or biological agents have been deployed and respond to suspicious items that may contain a chemical or biological agent. Members will protect the lives of citizens, mindful that only members specifically trained and equipped can operate in environments where the agents have been used. Any response to these types of situations must be done with extreme caution. Responders should not place themselves in a position to be a victim or casualty. Members should treat these events similar to hazardous material releases.

PROCEDURE

Directive Specific Definitions

Biological agents: Derived from organic materials. They may cause illness or death if not treated after exposure and incubation.

Chemical agent: A substance (liquid, solid, or gaseous) that by itself, or in combination with another agent, is readily capable of causing injury or death. These agents may act upon respiratory, nervous, or other organs to cause failure. The agents may be undetectable at time of exposure, or act so quickly that the victim cannot respond.

Contamination: Physical contact made with harmful substance/agent. The contact may be made by inhalation or absorption through skin/tissue/mucous membranes.

Level B protection: Consists of chemical resistant clothing, boots, hood, rubber gloves, and self contained breathing apparatus that are consistent with standards set by OSHA.

SCENARIOS
There are four general scenarios involving the threat or release of chemical/biological agents that are possible. Each will necessitate different law enforcement responses. Any of these responses would, at a minimum, involve Fire/HAZMAT and require management through the Incident Command System (ICS). The threatened use or use of chemical/biological agents is a federal crime and will be investigated by the FBI. Additional federal resources are readily available for the identification and analysis of these agents. These types of incidents require immediate coordination between police and fire first responders.

Supervisory personnel will establish a joint command post with PFB. The first priority will be containment of the scene and treatment and decontamination of injured persons. This is to prevent contamination of other people and/or locations.
Scenario 1: Release of a biological agent without notification.

If the suspect does not alert authorities, the onset of symptoms in the victims will be the first alert. This release will be first noticed in the medical community a few days after the event. Sheriff’s Office involvement would be primarily investigative.

Scenario 2: Release of a chemical agent.

Police, Fire/HazMat and EMS respond to a call where persons are showing signs and symptoms of exposure. The Sheriff’s Office role in this situation would be in support of Fire, HazMat, and EMS operations. Personnel may be providing perimeter security and evacuations in the contaminated area, along with initial investigation.

Scenario 3: Release of a biological agent with notification.

In this scenario, the suspect notifies authorities and/or the media that there has been a release of an agent. Because biological agents are not readily detectable, nor will they cause immediate symptoms, this scenario is difficult to analyze. Generally these scenarios are associated with anthrax or similar bio-agent. A threat assessment and investigation will be conducted by Fire, HazMat, EMS, and federal agencies to make a joint determination of validity to the incident. Sheriff’s Office involvement may be to provide perimeter security and evacuation in the contaminated area and to assist with the investigation as required.

Scenario 4: Threatened release of chemical/biological agents.

The suspect alerts the victim, authorities, and/or the media that he intends to release an agent at some future time, similar to a bomb threat. The assumption would be that the suspect would have some sort of timed or triggered device he plans to release after he notifies authorities. The law enforcement mission is to provide perimeter security and possible evacuation to the containment area, while a threat assessment is conducted through law enforcement investigation(s). This investigation may well include several federal and public health agencies as well as fire and HazMat personnel.

First Responder Responsibilities
a. Do not enter the scene.
b. Initially evaluate the incident from a distance (while en-route).
c. Make the following considerations:
   1. Are there multiple victims?
   2. Are the victims showing any signs or symptoms (i.e., choking, vomiting, seizures)?
3. Consider the location (courthouse vs. chemical factory).
4. Was there an explosion?
5. Is there a cloud or visible vapor?
6. Are there multiple devices possible?
7. Is it a trap?

d. Approach the area upwind if possible.
e. Set up the perimeter and containment.
f. Contact persons inside the location via phone or meet a non-contaminated person on the exterior.

**Supervisory Responsibilities**

a. Notify the Sheriff via the chain of command.
b. Establish a Unified ICS command with HazMat.
c. Establish a law enforcement staging area for additional responders.
d. Establish entry and exit for emergency routes and keep the areas clear for EMS.
e. Notify SNOPAC to stop all transit/school bus activity, etc in the area.
f. Coordinate with all other precincts/agencies to provide immediate security to impacted emergency rooms to prevent contamination to hospitals.
h. Coordinate with regional police agencies for additional resources and the possibility that contaminated persons may have left the area and are en-route to medical facilities elsewhere.
i. Coordinate with the FBI and other responding federal/state agencies.
j. Activate CDU and/or SWAT for scene and/or security

**CDU/SWAT Responsibility**

a. May provide scene security as directed by IC.
b. May provide security to hospital emergency rooms as required.
c. May be required to conduct high risk and/or barricaded suspect-type operation if suspect(s) are located.

**Detective Responsibility**

a. Interview victims or witnesses after decontamination by HazMat.
b. Assist federal agencies if they are taking the lead on the investigation

**SPECIFIC RESPONSIBILITIES FOR THREATS**

a. Same as outlined for incident response above.

**First Responders**

a. Same as outlined for incident response above.
Supervisory Responsibilities
   a. Establish joint command with Fire/Hazmat
   b. Ensure that the Patrol Division Commander is notified.
   c. Conduct ongoing threat assessment.

EXPOSURE
Any Sheriff’s Office personnel exposed or suspected of being exposed to any chemical/biological agent will be decontaminated as soon as possible. If practical contaminated personnel member will remove all contaminated clothing or equipment and wash with soap and water, prior to the arrival of HazMat or Fire.

Upon arrival of HazMat, the member will be directed through further decontamination procedures if necessary. Members will not use any equipment that has been contaminated, including vehicles. Members will make an all appropriate reports of injury/exposure fully describing the exposure and/or injuries describing exposure. EMS will conduct medical evaluation and transport to the appropriate medical facility for additional screening/treatment.
22. Attachment H: EARTHQUAKE PROCEDURES

POLICY

In the event of an earthquake the Sheriff’s Office normal operational mode will change, depending upon the amount of damage. Activities may need to be highly directive and personnel not assigned to search and rescue units or details will not become involved in rescue operations unless the incident is immediately life threatening and rescue can be accomplished rapidly.

After a major quake, responsibilities for heavy rescue work will be performed through the Fire Technical Rescue and other SAR Units to include sheriff’s office personnel so assigned, Public Works and public utilities companies. The most important work which can be performed by personnel on patrol is to make damage assessments of pre-designated critical facilities, provide traffic control for emergency routes, provide a police presence throughout the region to maintain order, report injury estimates in an organized way for immediate transmission to the DEM Emergency Operations Center (EOC), and act as an ongoing intelligence gathering agency. Personnel should maintain radio discipline, communicating by radio only when it is absolutely necessary and other means are unavailable.

PROCEDURE

General Responsibilities

a. Important safety information to remember during an earthquake and aftershocks:
   1. If inside a building, get under a desk, table, or next to an inside wall, and protect your head and eyes.
   2. Stay away from windows, tall furniture, or heavy objects that could fall.
   3. If outside, move away from tall buildings, glass windows, doors, trees, utility poles, and wires.
   4. If in a car, stop as soon as possible. Do not stop on bridges, on or under overpasses, near tall buildings, trees, utility poles, or wires.

b. The most urgent police responsibilities immediately after an earthquake are to:
   1. Account for members. Conduct a Roll Call for field personnel.
   2. Evacuate all personnel if the building in which they are located sustains heavy damage. Aftershocks can occur within a few minutes of the initial quake.
   3. On-duty personnel shall remain on their assignments until properly relieved.
   4. Re-establish communications, if disrupted.
   5. Activate an AREA Command Center.
   6. As soon as possible provide the DEM EOC with a damage assessment of key installations, as well as a general damage and injury assessment of the area, including precinct or sheriff’s facilities location assessment.
      i. If communications are down designate a messenger to communicate information with the EOC.
   7. Open and maintain major ingress/egress routes for emergency vehicles, and communicate to SNOPAC and the EOC which routes are open, and the condition.
   8. Provide a visible uniformed police presence throughout the region to maintain order, and to prevent looting.
   9. Facilitate evacuation of displaced persons to prearranged shelters designated by the EOC at the request of the incident commander.
10. Assist in the organization of civilian volunteers. Direct volunteers to the volunteer check-in locations designated by the EOC.
11. Initiate Office mobilization process as appropriate.

**Supervisor Responsibilities**

a. Take charge of emergency operations until relieved. The senior on-duty supervisor will act as the Watch Commander if none is designated and/or regional commands are required. Several hours may pass before assistance arrives.

b. Direct personnel not assigned to search and rescue operations not to become involved in rescue operations, unless such incidents are immediately life threatening and rescue can be accomplished rapidly. Personnel must fulfill their primary functions of observing, estimating and communicating the overall situation. Personnel will avoid independent action and function under supervisory direction. This approach can ultimately save more lives in a major disaster.

c. Maintain radio communications with deployed personnel, EOC, and SNOPAC.
   1. If at least one mode of normal communications is operational:
      a) Establish communications with the DEM EOC or other EOC.
      b) As soon as possible communicate to the EOC and/or the Sheriff’s Office or regional command, the Precinct Personnel Status Report, as well as the damage assessment and situation.
      c) Send a liaison to the EOC.
   2. If normal communications are disrupted:
      a) Attempt to communicate with the district cars using the precinct base station, or on a car-to-car basis.
      b) Within one-half hour, or as soon as possible, dispatch your Precinct Personnel Status Report, damage assessment and situation estimates by messenger to the location of the Sheriff’s Office command.

d. Senior Supervisor Specifics:
   1. Conduct a roll call to account for all on-duty precinct members.
   2. Establish a command post at the precinct and begin Incident Command System (ICS).
   3. Start a unit log (ICS Form 214). Assign sufficient staff to maintain the log and to monitor available communications, including commercial radio and television if possible.
   4. Remain at the command post to facilitate damage assessment until the extent of damage and casualties is known and has been communicated to the EOC, until relieved.
   5. Telephonically survey or dispatch personnel to assess and report damage to critical facilities, bridges, etc in the precinct area.
   6. Instruct personnel to report damage to the station (via telephone or in person), not to SNOPAC. SNOPAC will give similar instructions in an all units broadcast if operational.
   7. Attempt to establish communication with:
      a) SNOPAC.
      b) DEM EOC.
      c) Sheriff’s Office command.
      d) Area Command Post.
      e) Any other unit that may be able to facilitate communications.
   8. Establish a liaison with the Fire. Assign a liaison to the Fire Command Post to coordinate operations.
   9. Establish a mobilization response plan for implementing operational periods (shift schedules) and ensure that all personnel are familiar with the plan.
   10. Establish a plan for the task of determining the status of Emergency Transportation Routes within the area of your precinct.
   11. Establish and maintain a current list of staging areas, and assign a staging officer to each.
   12. If personnel are cut off from news of the welfare of their families, select some staff to assemble the addresses of all personnel on duty in the command. Dispatch them on a
route around the region to carry news of the welfare of the personnel to their homes, obtain information on the welfare of the personnel’s families, and return.

Responsibilities of Units other than Patrol Personnel

a. Assemble members and determine who is present.

b. Organize on-duty members, and those off duty who arrive on their own, into teams, including supervision.

c. Report the availability of teams to the EOC, if possible. If not in communication with the EOC, report to the nearest staging area for assignment.

HAZARDOUS SITUATIONS

A major earthquake can cause many hazards that continue to threaten life after the earthquake has passed. The following problems should be approached cautiously:

a. Gas leaks can cause explosions and suffocation.
   1. Personnel should cordon off, or direct citizens to cordon off, the area around the gas leak, being careful not to move close enough to the source to be overcome.
   2. Personnel should try to determine and report the following information:
      a) Type of gas involved (poisonous, flammable, suffocating).
      b) Amount of gas released.
      c) Size and type (residential, etc.) of area involved.
      d) Number of persons affected (overcome, dead, evacuation necessary).
      e) Wind direction and velocity.
   3. Personnel should immediately leave the area and give their location if they experience drowsiness, difficulty breathing, or a ringing sensation in the ears. Additionally, they should leave the area if they experience any of the following early symptoms of gas poisoning: headaches, vomiting, mental confusion, or loss of muscular coordination.

b. Loose cornices, scaffolds and signs.
   1. Personnel should cordon off the area below hanging objects to prevent injury to passersby.
   2. Report the condition and the location.

c. Collapsed and damaged buildings.
   1. Personnel should survey the site and determine:
      a) The purpose of the building (office, school, etc.).
      b) Number of occupants.
      c) Number of people trapped.
      d) Location.
      e) Extent of damage.
      f) Estimate resources needed to render assistance.
      g) Deputies should not enter heavily damaged buildings unless they are properly trained and equipped to do so.
   2. This information should be relayed to the EOC and AREA Command.
   3. Members should assist in rescuing easily freed victims. Extensive rescue efforts should be handled by Technical Rescue and/or other so equipped agencies.
23. ATTACHMENT I: CHECKLISTS

SHERIFF'S ICS/UO CHECKLIST:

SHERIFF'S CHECKLIST
1. Assign or approve of Incident Commander and Section Commander appointments.

2. Request activation the Department of Emergency Management if appropriate.

3. Assure that all Precinct/Division Commanders are notified.

4. Request those members of the Sheriff's staff required:
   a. Undersheriff
   b. Bureau Chiefs
   c. Division Commanders.
   d. Public Affairs Officer for Headquarters and/or Incident Command Post
   e. Internal Investigations Sergeant
CHIEF OF OPERATIONS ICS/UO CHECKLIST:

CHIEF OF FIELD OPERATIONS CHECKLIST

1. Report to Sheriff's location or Command Post.

2. Help to determine appropriate command assignments.

3. Maintain contact with Incident Commander to coordinate their functions with the above staff.

4. Provide continual situation updates to the Sheriff.
INCIDENT COMMANDER'S ICS/UO CHECKLIST:

INCIDENT COMMANDER CHECKLIST

1. Establish a Command Post.
   a. Consider communications (both phone and radio).
   b. Select a staging area for a Field Communications Post and arriving vehicles and personnel.
   c. Notify SNOPAC supervisor.
   d. Unified command post/setting if appropriate

2. Determine priorities, establish action plan, and appoint Section Commanders as appropriate

3. Request a common dedicated frequency for UO use.

4. Estimate the immediate and future equipment and work force needs for early notification of either off-duty personnel or other agencies that can be mobilized, if necessary.

5. Establish a Traffic Control Plan. Include detour routes, removal of vehicles, in and out routes, emergency vehicle routes, etc.

6. Establish crowd control and area isolation, if necessary.

7. Institute the evacuation of buildings, if necessary.

8. Establish interior patrol for general law enforcement and prevention of looting.

9. Coordinate the establishment of a First-Aid Station or Field Morgue with DEM and M.E., if necessary.

10. Relay actions, activities, and requests to the Office Command Center, if activated.

11. Request the Investigations Division Commander provide Intelligence Unit personnel for photographic recording teams (supplemented by the Photo Lab), as required.
WATCH COMMANDER ICS/UO CHECKLIST:

WATCH COMMANDER’S CHECKLIST

1. Receive and evaluate information from SNOPAC Supervisor about incident.
   a. Location
   b. Cause of incident
   c. Number of citizens involved
   d. Activities that are occurring
   e. Number of Law Enforcement Officers involved
   f. Injuries (type, extent, I.D. victims)
   g. Estimate Police work force needs
   h. Estimate Police equipment needs
   i. Radio frequencies being used
   j. If not the Incident Commander, assist Incident Commander to determine where Command Post will be.

2. Initiate the following notifications as appropriate for the situation:
   a. Sheriff
   b. Chief, Operations Bureau
   c. Patrol Division Commander
   d. Special Operations division Commander
   e. Investigations Division Commander
   f. Department of Emergency Management

3. Assist with decisions and activities regarding mobilization.

4. Contact SNOPAC Supervisor, etc to initiate mobilization.

5. Report to Command Post, EOC or scene as required.
INVESTIGATIONS DIVISION COMMANDER’S ICS/UO CHECKLIST:

INVESTIGATIONS DIVISION COMMANDERS’S CHECKLIST

1. Receive incident briefing via Sheriff or a designee.

2. Alert Division and Unit Supervisors to retain selected detectives for investigative functions and release all other work force for uniformed duty.

3. Suspend routine operation if necessary.

4. Prepare to investigate injuries, deaths and reports of police misconduct.

5. Activate the Intelligence Unit to evaluate incoming activity reports.
CHIEF OF TECHNICAL SERVICES ICS/UO CHECKLIST:

CHIEF OF TECHNICAL SERVICES DIVISION CHECKLIST

1. Receive notification of incident from Sheriff. Screen for needs from Technical Services.
   a. Personnel records access
   b. ODD Section, Quartermaster, Supply and Fleet Management
   c. Fiscal Section

2. Respond to Sheriff’s Command center
FIELD SUPERVISOR’S ICS/UO CHECKLIST:

FIELD SUPERVISOR CHECKLIST

1. Respond to scene to estimate Office needs.
   a. Is the situation contained?
   b. Injuries?
   c. Work force required.
   d. Equipment required.
   e. Type of damage, if any.
      Police
      Citizens
   f. Cause of incident.
   g. Activities that are occurring.
   h. Be prepared to recommend a Field Command Post, Field Communications Post and Field Staging Area, if needed.

2. Report recommendations to highest ranking Supervisor on duty. Contact Division Commander upon notification to mobilize.

3. Contact Precinct Sergeants.
   a. Instruct Sergeants to respond to Precinct to begin mobilizing deputies from roster. Include
      Time to report and location.
      Uniform and equipment.
      Instruct deputies to sign in on log and to stand by for assignments.
   b. Assign first deputies reporting to Precinct or staging area to:
      Telephone duty to contact off-duty deputies/detectives.
      Log in deputies reporting for assignment.
   c. Record all deputies/detectives and equipment dispatched.
   d. Report current work force available to Command Post.
   e. Report personnel and equipment available for duty to the Command Post
Severe Weather Event (164_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SEVERE WEATHER EVENT
SEVERE WEATHER EVENT

1. MISSION

To provide essential ongoing services to the public and law enforcement with adequate personnel.

2. LEVELS OF OPERATION

1. Essential Records, Civil and Evidence functions must be maintained 24/7. During Severe Weather Conditions the essential functions will be determined by Command Staff and/or Incident Command. Consideration will be given for Courthouse Operations:
   a. Courthouse – If open, normal operations.
   b. Courthouse – If closed, limited to law enforcement needs.
   c. Evidence – Limited to law enforcement access to facility based on road conditions and needs. Special handling based on emergency needs.

2. A change in the Level of Operations may be authorized by the Sheriff or an Executive Order.

3. Severe Weather Conditions may cause a change in the Level of Operation. The Levels of Operation are as follows:
   a. Level 1 - All support staff will report to their duty station as normally scheduled.
   b. Level 2 - All support staff will report to their duty station as normally scheduled or to an alternately designated station as directed.
   c. Level 3 - All support staff will remain at home except for specifically designated support staff that will report to their duty station as assigned and designated by their supervisor.

4. Staff will be expected to report to duty using their normally assigned schedule while at Level 1 and Level 2, regardless of circumstances. Weather related absences will be deducted from the current leave account as per Executive Order 06-08B.

5. Supervisors will be expected to coordinate staff and provide logistical support as needed. Supervisors will have available and maintain staff schedules, seniority list and personal phone numbers for all staff in the Technical Services Division.

6. If the duration of the Level 3 Operation exceeds 72 hours another team may be designated as replacement by command staff.

3. LEVEL 3 OPERATIONS - RECORDS

1. During Level 3 Operations the Records functions will be staffed using two 12-hours shifts per day. Dayshift begins at 1200 hours and night shift begins at 2400 hours.
2. Minimum staffing per 12-hour shift shall consist of:
   a. one (1) supervisor
   b. one (1) lead law enforcement technician
   c. two (2) law enforcement technicians.
3. In the event insufficient staff members arrive for duty the unit supervisors will utilize our standard CALL IN - CALL BACK and ON CALL procedures for maintaining an adequate staffing level.
   a. In the absence of the manager, the supervisor or lead law enforcement technician, or the most senior staff member will be responsible for maintaining an adequate staffing level.
4. Between October 1st and February 1st bidding for Level 3 Operations staffing shall occur once each month for the following month. Example: October 1st for November.
5. Mandatory bidding for shift assignment shall occur in seniority order. See Emergency Billet Bid Worksheet.
6. If there are no advanced indicators and LEVEL 3 Operations are initiated, staff currently on duty will be held to complete the first 12-hour shift. The on-duty supervisor will facilitate assigning staff to each of the remaining 12-hour shifts.

4. LEVEL 3 OPERATIONS - EVIDENCE CONTROL

   1. Response for Level 3 operations will be limited to previously identified individual staff members who will report to the duty station.
   2. On-call Staff will respond as needed or designated by a supervisor or commanding officer. Evidence vehicles will respond to locations for pick up ONLY if roads are clear for normal travel. The evidence vehicles will NOT respond when or where weather conditions require the installation of chains or the roads pose a potentially hazardous condition.

5. PERSONAL PREPARATION

   1. If you are off duty but circumstances indicate a Level 3 may be initiated and you have not received contact from your chain of command it is recommended you make contact to advise your supervisor you will be ready and available for your shift.
   2. During a Level 3 event staff should be personally prepared to come in early and stay until relieved.
   3. Individual staff member preparation will include warm clothing and all other normal personal items necessary for a 72 hour stay at the courthouse or other designated location.
   4. Staff should have an emergency plan in place to prepare their family for their absence.
6. EQUIPMENT AND SUPPLIES

1. The courthouse backup power generator operates the following items in the Records and Civil area.
   a. The three PC’s in the Record’s window area.
   b. The Fax Machine in the Record’s window area.
   c. The Printer in the Record’s window area.
   d. CAD printer in the Record’s window area.
   e. The Teletype/WEB MS terminal in the Teletype/WEB MS area.
   f. The Teletype/WEB MS printer in the Teletype/WEB MS area.
   g. The lights in Records.
   h. The two center PC’s in the Civil window area.
   i. The printer between the two center PC’s in the Civil window area.

2. Records’ Coat Room Supply Area.
   a. Cellular phone
   b. Rechargeable flashlight
   c. Safety vest & helmets
   d. Red-Cross Disaster Kit (4 person, 3 day, green backpack)
   e. Safety Information, Emergency SOP, Instruction Booklet, Phone Lists, Current Schedules
   f. Two battery operated Lanterns
   g. First Aid Kit (small) on wall adjacent to Safety Cabinet
   h. Blanket

3. Hall next to the Manager’s Office
   a. First Aid Kit – Large
   b. Defibrillator

4. Electrical Room in the South Hall
   a. Clear plastic bins containing emergency equipment, cook stove, hatchet, flash light, batteries and propane
   b. Hard hats

5. Lunch Room
   a. Food, water, paper products and other miscellaneous items
   b. Water containers available in both 4th floor lunch rooms
   c. No generator source to lunch room or appliances in the lunchroom, including the refrigerator, snack machine, pop machine, microwave and coffee pot.

6. Evidence Unit Facility
   a. Facility backup generator power operates the following:
      - Alarm system
      - Door access system
      - Card readers
      - Heating system
      - Freezers
• Lighting and some electrical outlets
c. Vehicles and moving equipment available for emergency redeployment of Sheriff’s Office Operations or Support staff operations if the Courthouse must be evacuated (if roads are sufficiently safe for vehicle operation).
d. Water, food, paper products and other miscellaneous items in kitchen area.
e. Flash lights located in the warehouse.
f. Sleeping cot available.
g. Toiletries in rest rooms.
h. First aid items. Large first aid kits in warehouse and lunch room and in vehicles. Defibrillator available in lunch room.
i. Cellular phone available to call out person and supervisor.

Supersedes Manager Shields Memo: November 21, 2007
Subject: Special Occurrence SOP Severe Winter Weather Conditions
Citation_ Infraction Audits (154_0).pdf
CITATION AND INFRACTION AUDITS
CITATION / INFRACTION AUDITS

1. PURPOSE

The purpose of this procedure is to ensure compliance with RCW 46.64.010 and Accreditation Standard 30.9 in maintaining and tracking citations / infractions received, issued, or voided. It shall be the responsibility of the precinct commanders to inspect the accuracy of citation / infraction records as required by RCW.

2. PROCESS

1. All incoming shipments of the Washington Uniform Citation Book (WUCB) shall be directed to the Fiscal Unit. The Fiscal Unit shall establish a master "Citation Audit Log" on the Sheriff's "S" drive which will include the following fields:
   a. Citation number
   b. Citations shipped to precinct
   c. Date received at precinct and secured by
   d. Supervisor issuing citation
   e. Citation issued to
   f. Court called
   g. Court contact name
   h. Confirmation of citation received
   i. Remarks field

   The Fiscal Unit will maintain fields a) and b). Precincts shall maintain field c) through i) as needed.

2. Precincts shall, upon receipt of citations, update the master log and place citations in a secure location.

3. All WUCB shall be distributed to Sheriff's Office personnel through the precincts and shall be controlled and distributed as follows:
   i. Precinct sergeants shall be responsible for issuing WUCB to individuals under their supervision.
   ii. Prior to issuing, sergeants shall complete a WUCB receipt. This receipt shall be forwarded to precinct support staff for inclusion in the master "Citation Audit Log" as needed.
4. All citations / infractions shall be processed through the precincts. Voided citation / infractions shall include all available copies. The word VOID shall be printed in large letters across the front copy. The deputy voiding the citation / infraction shall DATE AND CLEARLY PRINT THEIR NAME AND PERSONNEL NUMBER directly below the word VOID. Voided citations will be maintained in a file until the next physical audit conducted by the State Auditor.

5. All issued and voided citations will be routed through the precinct support staff for entry into the RMS system. Precinct support staff will make distribution to court.

6. Random audits will be conducted by precinct staff. Audits shall be conducted through comparison of the master Citation Audit Log, RMS reports, and court DISCUS reports.

7. The designated supervisor or designee at the precincts will randomly check a small number of citations to verify that they were received by the court. This check may be conducted by telephone. The individual conducting the phone court verification process will log the verification process by updating the master Citation Audit Log.

8. The assigned supervisor shall be responsible for correcting or documenting any problems which are revealed during the random audits.

9. Documentation of this audit function shall be maintained in a file at the precinct and made available to the State Auditor upon request.

10. Annually, the Administrative Services Division commander will conduct a random audit similar to that conducted at the precinct to identify any problems regarding citation tracking. Records personnel will provide technical assistance as needed. A report of the finding shall be forwarded to the Chief of Operations annually.

11. Precinct staff and the Technical Services Division manager will assist as needed during any audit conducted by the State Auditor's Office.
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

INFRACTIONS
PURPOSE:
The purpose of this procedure is to ensure compliance with RCW 46.64.010 in maintaining and tracking infractions received, issued, or voided. It shall be the responsibility of the precinct commanders to inspect the accuracy of infraction records as required by RCW.

PROCESS
1. Fiscal
   A. All incoming shipments of the Washington Uniform Citation Book (WUCB) shall be directed to the Fiscal Unit. The Fiscal Unit shall establish a master "Infraction Audit Log" on the Sheriff's "S" drive S:\Information\Sector\Printed Infraction Log.xlsx which will include the following fields:
      i. Infraction number
      ii. Date Received at Precinct
      iii. Received By
   B. Fiscal will fill in the Infraction Number field once received from the printer.
   C. Fiscal will fill in the Precinct/Unit field when they are sent to a precinct/unit.

2. Precincts / Units
   A. Precincts / units shall, upon receipt of infractions, update the master log and place infractions in a secure location.
      i. Fill in Date received by Precinct / Unit
      ii. Fill in Received by
   B. When a book of Infractions is issued to a deputy:
      i. Fill out front cover of infraction book
      ii. Turn in front cover to the precinct/unit support staff
      iii. Support staff enters the info into NWS

3. All WUCB shall be distributed to Sheriff's Office personnel through the precincts and shall be controlled and distributed as follows:
   i. Sergeants / MPDs shall be responsible for issuing WUCB to individuals under their supervision.
ii. Prior to issuing, sergeants shall complete a WUCB receipt.

iii. This receipt shall be forwarded to precinct / unit support staff for inclusion in the master "Infraction Audit Log" as needed.

4. All infractions shall be processed through the precincts / units. Voided infractions shall include all available copies. The word VOID shall be printed in large letters across the front copy. The deputy voiding the infraction shall DATE AND CLEARLY PRINT THEIR NAME AND PERSONNEL NUMBER directly below the word VOID. Voided infractions will be maintained in accordance with the state retention schedule.

5. All issued and voided infractions will be routed through the precinct / unit support staff for entry into NWS. Precinct / unit support staff will make distribution to court.

6. Precinct / unit staff and the Technical Services Division manager will assist as needed during any audit conducted by the State Auditor's Office.
Inter-Agency_Bomb_Squad_Manual_12-2009.pdf
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PURPOSE

The purpose of this document is to describe the operation, objectives, and responsibilities of the Washington State Patrol Inter-Agency Bomb Squad. This manual is a guide; the use of discretion by technicians in determining an operational plan of action is often necessary to the successful outcome of an event. Each operational plan must be implemented on a case-by-case basis, in consultation with the on-site commander and other parties affected. Deviations from guidelines outlined in this manual are authorized when technicians responsible for bringing a mission to successful closure determine it appropriate.

The Bomb Squad is staffed with a core of part-time Bomb Technicians who, when performing the Bomb Squad function, are under the supervision of the Bomb Squad Supervisor. All Bomb Technicians of the Inter-Agency Bomb Squad will adhere to all department safety policies and regulations. If a unit member from another agency determines a significant disparity exists between this and their department’s policies, they shall immediately contact their Bomb Squad Supervisor. The Bomb Squad Supervisor shall notify the Bomb Squad Coordinator to resolve the conflict. In all cases, RCW and WAC shall be adhered to.

MISSION STATEMENT

The Washington State Patrol Inter-Agency Bomb Squad is a specialized instrument dedicated to the protection of the public from the hazards of explosives. The Bomb Squad renders explosives safe; disposes of explosives, explosive chemicals, fireworks, ammunition, and ordnance; conducts investigations of post blast scenes; and provides training to the community, other government agencies, and law enforcement in the recognition of explosive, chemical, nuclear and biological hazards. The Bomb Squad provides unique and focused services to improve public safety.
**Bomb Squad Commander:** The title “Bomb Squad Commander” shall apply to a designated Bomb Technician, as defined by Federal Bureau of Investigation (FBI) standards and the National Bomb Squad Commanders Advisory Board (NBSCAB). The Bomb Squad Commander is required to represent the Washington State Patrol (WSP) Bomb Squad nationally and locally in meetings with representatives from police departments, sheriff’s offices, the FBI, and public and private organizations.

The Bomb Squad Commander is responsible for the following administrative and tactical aspects:

- Compiling and maintaining equipment inventories.
- Ensuring equipment inspections are documented.
- Coordinating the purchase of all equipment and supplies, including, but not limited to, blasting caps, shock tube, disruptor rounds, x-ray film and tubes, and other major grant items.
- Maintaining current training records for bomb technicians.
- Actively pursuing new, cost-effective technologies.
- Actively pursuing federal grant funding for equipment and training.
- Updating radiological monitoring records and renew exposure badges annually.
- Ensuring explosive purchasers’ and handler licenses for all technicians are updated annually.
- Ensuring explosive magazine licenses are current.
- Ensuring explosive magazine storage areas are inventoried monthly.
- Ensuring explosive magazine storage areas are inspected weekly.
- Ensuring bomb squads conduct monthly equipment maintenance.
- Ensuring compliance with health and safety regulations regarding Self Contained Breathing Apparatus (SCBA) usage.
- Developing and maintaining administrative and operational manuals, procedures, and recommendations.
- Developing coordinated training with Special Weapons and Tactics (SWAT) and 10th Civil Support Team (CST) regarding Weapons of Mass Destruction (WMD) response.
- Organizing bi-annual 3-day Bomb Squad in-services.
- Coordinating the testing, selection, and HDS applications of new bomb technicians.
- Actively working to create more community needed services such as Letter/Parcel bomb and bomb threat training, which are in high demand.
- Coordinating emergency response calls.

**Bomb Squad Coordinator:** The Bomb Squad Coordinator shall provide management oversight of the Bomb Squad (WSP Regulation “Explosives Unit”). The Bomb Squad Coordinator serves as a liaison between district commanders, the WSP Executive Staff, regional bomb squads, and partner agencies.
**Bomb Squad Supervisor:** Each regional bomb squad consists of at least one member who is a WSP sergeant. The Bomb Squad Supervisor is responsible for the day-to-day operations of the regional Bomb Squads, to include incident response, scheduling of events, training acquisition, record keeping, and equipment and explosive magazine maintenance and inspections.

**Bomb Technician:** A Certified Bomb Technician is defined as a graduate of the Hazardous Devices School (HDS) Basic Course who:

- A. Has successfully completed the HDS Basic and, if applicable, the HDS Re-certification course within the past three years.
- B. Is currently a sworn employee of a law enforcement or public safety agency.
- C. Is assigned to an accredited Bomb Squad.

**HDS:** The FBI Hazardous Devices School.

**IED:** Improvised Explosive Device. Any article, device, instrument, mixture, or thing which contains explosive or incendiary material which is, or is suspected of being, capable of causing an explosion, but not including fireworks.

**Inter-Agency Bomb Squad:** Consists of four regional Bomb Squads.

1. West Region Bomb Squad - District 8 headquarters, Bremerton
2. North Central Bomb Squad - District 7 headquarters, Marysville
3. South Central Region Bomb Squad - WSP headquarters in Olympia
4. East Region Bomb Squad - District 3 detachment office, Walla Walla

**Lead Technician:** The Senior Bomb Tech, by HDS graduation date. The Lead Technician will act as supervising Bomb Technician during bomb calls.

**NBSCAB:** National Bomb Squad Commanders Advisory Board.
CHAPTER 1: FUNCTIONS AND RESPONSIBILITIES
SECTION 01: BOMB SQUAD RESPONSIBILITIES

Procedure #: 01.01.000, Bomb Squad Responsibilities
General Order:
Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009
See Also:
CALEA:

I. GENERAL

A. Render safe and/or remove suspected explosive devices, explosives, explosive chemicals, and pyrotechnics.

B. Assist and/or investigate bomb threats and offenses involving illegal use, possession, or theft of explosives and explosive devices.

C. Conduct post-blast crime scene investigation.

D. Provide for legal and safe transportation, disposal, and/or storage of explosive devices, explosives, explosive chemicals, and pyrotechnics.

E. Collect and preserve evidence.

F. Prepare and provide courtroom testimony.

G. Store, maintain, and inventory Bomb Squad equipment.

H. Provide technical support to other divisions.

I. Provide Bomb Squad Unit technical support at executive dignitary functions.

J. Prepare and participate in explosive-related training programs.
CHAPTER 2: ORGANIZATION AND STAFFING
SECTION 01: ORGANIZATIONAL STRUCTURE

Procedure #: 02.01.000, Organizational Structure

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. The Interagency Bomb Squad reports to the Investigative Services Assistant Chief or designee. The Bomb Squad Coordinator provides management oversight of the bomb squads.

B. The authorized strength for the Inter-Agency Bomb Squad consists of:

1. West Region: One (1) Washington State Patrol (WSP) sergeant, three (3) troopers, and two (2) inter-agency officers.

2. North Central Region: One (1) WSP sergeant, eight (8) troopers, three (3) Snohomish County deputies, and three (3) Everett Police Department officers.

3. Southwest Region: One (1) WSP sergeant, six (6) WSP troopers, and one (1) Inter-agency officer.

4. East Region: One (1) WSP sergeant and three (3) WSP troopers.

C. Bomb Squad Supervisors shall be Washington State Patrol sergeants and Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS) trained bomb technicians.

D. The Bomb Squad will be staffed with a core of part-time bomb technicians who, when performing as bomb technicians, will be under the supervision of the Bomb Squad Supervisor.

E. A current Organizational Chart is kept by the Bomb Squad Coordinator.
CHAPTER 2: ORGANIZATION AND STAFFING
SECTION 02: PERSONNEL SELECTION

Procedure #: 02.02.000, Personnel Selection

Effective Date: December 2009

General Order:


See Also: WAC 296-52; WSP Policy Selection for Specialty Positions; FBI Special Technician Bulletin 87-4

Applies to: Bomb Technicians, Coordinators, and Supervisors

CALEA: 41.1.3

I. GENERAL


B. The Selection Committee (Panel) will be comprised of the Bomb Squad Coordinator, Bomb Squad Supervisor, Bomb Squad Commander, local FBI Special Agent Bomb Technician, and a representative from the partner agencies within the Inter-Agency Bomb Squad. Recommendations for selection shall be made to the WSP Investigative Services Bureau Assistant Chief and the designated executive from the effected agency.

C. The Panel shall consider past and present work performance as well as the following desirable characteristics:

1. Practical - Exercises good judgment and decision-making in current job performance evaluations.

2. Technically Oriented - Demonstrates an interest and current participation in technical endeavors.

3. Teamwork - Capable of working in small groups with active and effective interaction.

4. Motivated - Shows a willingness to independently expand knowledge base and skills level.

5. Self-Confident - Current evaluations indicate dependability and conscientious performance.
D. There is a significant correlation between psychological health, physical well-being, and successful performance as a bomb technician.

E. Bomb Squad candidates shall meet all the qualifications as listed in the FBI Explosives Unit Bomb Data Center Special Technicians Bulletin 87-4.

F. Bomb Squad candidates shall be commissioned Troopers/Officers/Deputies/Sergeants with five (5) or more years of law enforcement experience.

G. Bomb Squad candidates shall have five (5) years retainability within the public safety agency.

H. Bomb Squad candidates/members shall be full-time law enforcement officers.

I. Bomb Squad candidates shall meet FBI Bomb Data Center application requirements, i.e., physical examination, credit check, arrest check, etc.

J. Bomb Squad candidates should possess, by vocation or avocation, familiarity with activities requiring manual dexterity.

K. Bomb Squad Members shall maintain a Department of Labor and Industries Explosive Handling License (WAC 296-52).

L. At the completion of the HDS Basic training, WSP Bomb Technicians will receive a 5% specialty salary increase.

M. Appointment to the Bomb Squad is a three-year minimum assignment; however, this would not prevent a trooper or sergeant from participating in a promotional exam and/or accepting a promotional opportunity.
CHAPTER 2: ORGANIZATION AND STAFFING
SECTION 03: TRAINING REQUIREMENTS

Procedure #: 02.03.000, Training Requirements

Effective Date: December 2009

See Also: WSP Policy Explosives Unit; FBI Special Technician Bulletin 87-4


CALEA: 41.1.3

Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Successful completion of the basic Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS).

B. Successful completion of the HDS refresher training at least every three (3) years.

C. Attend sixteen (16) hours of monthly training at the local level, and sixteen (16) hours of training twice yearly (spring and fall) In-Service (Washington State Patrol Regulation “Explosives Unit”).

D. Complete minimum of 40 hours of explosive-related training annually, to include the safe use of live explosives through practical applications (i.e., International Association of Bomb Technicians and Investigators [IABTI] Conferences, FBI Explosives Unit-Bomb Data Center Bomb Technician Seminars, etc.) (FBI Special Technician Bulletin 87-4)

1. Training attendance is mandatory. Exceptions can be made for court appearances, illnesses, or vacations with prior approval from the Bomb Squad Supervisor. The Bomb Squad Supervisors shall document their unit members’ attendance records and maintain those records for two years.
CHAPTER 2: ORGANIZATION AND STAFFING
SECTION 04: CERTIFICATION RETENTION

Procedure #: 02.04.000, Certification Retention

Effective Date: December 2009

See Also:
CALEA: 41.1.3

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Each Bomb Technician must comply with the minimum training and physical and operations requirements to maintain active duty status. Failure to comply with minimum requirements should result in suspension from operation status and may result in removal from bomb disposal work by the Washington State Patrol Investigative Services Assistant Chief.

B. Failure to comply with the minimum requirements will result in the Bomb Technician being placed on probation if the following guidelines are not met:

1. Clear, sincere efforts to remedy deficiencies

2. Documentation of all efforts to come into compliance
### I. GENERAL

A. Bomb Response vehicles will be in a ready to respond status at all times unless down for maintenance. Vehicles will be maintained and used in accordance with Washington State Patrol (WSP) Regulation “Vehicle Assignment” and WAC 296-52-68040. When a response vehicle becomes inoperative, a Bomb Squad Supervisor shall be notified.

B. Vehicles should be plugged into shore power whenever possible to maintain a proper charge on electrical equipment carried on board.

C. A safety check will be made of the response vehicle prior to use, to include all lights, outside storage doors properly secured, and all necessary equipment is secured on board.
CHAPTER 3: EQUIPMENT
SECTION 02: EXPLOSIVES TRANSPORT TRAILERS

Procedure #: 03.02.000, Explosives Transport Trailers

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also: WAC 296-52; WSP Policy Vehicle Assignment

CALEA:

I. GENERAL

A. Explosive transport trailers shall be maintained and used in accordance with Washington State Patrol (WSP) Regulation “Vehicle Assignment” and WAC 296-52.

B. Prior to towing the trailer, a safety check will be made of all lights, hitch lock, and safety chains to ensure all are in working order.
CHAPTER 3: EQUIPMENT
SECTION 03: EXPLOSIVES MAGAZINE STORAGE

Procedure #: 03.03.000, Explosive Magazine Storage

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators and Supervisors

I. GENERAL

A. Explosives stored and maintained in storage magazines will be in accordance with WAC 296-52.

B. All explosives entered into or removed from the Explosives Magazine will be accounted for at all times. The Bomb Technician placing explosives into or removing from the Magazine will note such event on the inventory sheet(s) maintained in each magazine. The inventory sheet shall contain the following:
   1. Date
   2. Time
   3. Type and amount of explosive
   4. Reason for entering/removing
   5. Signature of Bomb Technician

C. Every Magazine shall be inspected at least every 7 days and such inspection shall be recorded by Communications in Computer Aided Dispatch (CAD) under that Explosives Magazine designator. (Example: Olympia Squad Explosive Magazines are EM-23 in CAD.)

D. Inspection records shall be maintained by Bomb Squad Supervisors for not less than 2 years.
I. GENERAL

A. All training aids and practice devices shall be accounted for and secured when not in actual use for training. The training aid or practice device should be marked to clearly indicate it is a training device and is inert.

B. Live explosives will not be used in any training aid or practice device (except for bomb dog training). A Hazardous Devices School (HDS) approved manner of setting up a “tattle tail” to evaluate if a render safe procedure was successful shall be used. Examples of a tattle tail would be a light (flash bulb), noise maker (buzzer), or smoke-producing product.

C. No live explosives shall be kept in the training aids or practice device assembly area at any time.
CHAPTER 3:  EQUIPMENT
SECTION 05:  UNIFORMS

Procedure #:  03.05.000, Uniforms

General Order:


Applies to:  Bomb Technicians, Coordinators, and Supervisors

Effective Date:  December 2009

See Also:  RCW; WAC

CALEA:

I.  GENERAL

A.  All uniforms and equipment shall comply with Federal Bureau of Investigation (FBI) Hazardous Devices School (HDS) standards, RCW, and WAC.

B.  Bomb Technicians shall be issued two sets of Nomex style Battle Dress Uniform (BDU) type uniforms.

C.  Uniforms shall be maintained in a clean and orderly manner, following the manufacturer’s recommendations.

D.  Web style gear will be issued with the appropriate tools and pouches to each Bomb Technician.

E.  All-leather style boots (such as Danner) shall be issued and worn during bomb technician duties. HDS safety advisory recommends against having any Cordura nylon material on the outside of the boots to reduce the chance of static electricity build up.
I. GENERAL

A. Bomb Technicians should use issued Personal Protective Equipment (PPE) whenever possible to safely and efficiently bring a training or actual mission to a successful closure.

B. Examples of PPE would include: Nomex Battle Dress Uniforms (BDU’s), Air Purifying Respirators (APR’s), rubber gloves, safety goggles, and ear protection.
Procedure #: 03.07.000, Bomb Squad Specific Issued Keys

Effective Date: December 2009

See Also:

CALEA:

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Each Bomb Technician shall sign for and be issued a key(s) that are specific to the Bomb Squad equipment and explosive magazine storage areas.

B. Bomb Technicians shall return any Bomb Squad specific keys upon leaving the Bomb Squad assignment.
CHAPTER 4: GENERAL SAFETY
SECTION 01: BOMB SQUAD OPERATION CONSIDERATIONS

Procedure #: 04.01.000, Bomb Squad Operation Considerations

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

See Also: CALEA:

I. GENERAL

A. Bomb Squad operation considerations – in order of priority:

1. Public Safety.
2. Safety of the officers on the scene, including Bomb Technician(s).
3. Protection and preservation of public and private property.
5. Restoration of services.
I. GENERAL

A. Do not hand enter pipe bombs.

B. Human life shall not be placed in jeopardy for the purpose of securing or preserving evidence or property.

C. A Bomb Squad response team shall include a minimum of two Bomb Technicians with essential safety equipment on any call involving an explosive device. A single technician may respond to evaluate an incident.

D. Only Bomb Squad personnel or those requested by them shall be permitted within the bomb/explosive operation perimeter.

E. Paramedics and emergency fire personnel should, when practical, be present when Bomb Squads conduct any render-safe procedure in the field.
I. GENERAL

A. The Bomb Squad Supervisor’s duties and responsibilities shall include, but are not limited to:

1. Direct Bomb Squad operations.

2. Maintain explosives-related files.
   a. Ensure Explosive Storage Magazines are maintained in accordance with RCW 70.74 and WAC 296-52.

3. Ensure that all reports are completed.
   a. Crime reports.
   b. Bomb Squad Response Memo (E-mail message).
   c. Bomb Data Center Incident or Activity Reports.

4. Coordinate training and maintain training records.

5. Conduct follow-up investigations.

6. Coordinate equipment maintenance and maintain an ongoing inventory record of bomb squad equipment.

7. Ensure the monthly equipment inspection/readiness check is conducted and documented on the inspection/readiness checklist.
8. Ensure the Annual Review Checklist for Bomb Technicians (3000-190-019) is completed by all assigned personnel by February 28th of each year.

B. Bomb Squad personnel are responsible for the requirements set forth in the unit’s mission statement, to include:

1. Maintain and be familiar with a technical library of Bomb Data Center publications and other explosive-related materials.

2. Maintain professional liaison with other state and local bomb squads, Military Explosive Ordnance Disposal (EOD) units, federal agencies, and professional associations.

3. Compile and report technical data on explosive devices and incidents.

4. Assist the department develop an agency emergency response plan for a bomb threat, an improvised explosive device, and a bomb crime scene.

5. Develop and disseminate bomb threat awareness and safety programs for public and private organizations.

6. Report found or recovered military ordnance to military EOD units.

7. Fireworks disposal.

8. Marijuana fields.


10. Arson/suspicious fires.

11. Explosives permit/storage inspection.

12. Special Weapons and Tactics (SWAT) support.

13. Arson/Fire.

I. GENERAL

A. A Bomb Squad Response Memo (BSRM) shall be completed and submitted to the Bomb Squad Coordinator via e-mail for all Bomb Squad activity, including training given, training received, emergency calls, and non-emergency calls. The BSRM shall be completed by a Bomb Technician as soon as practical.

B. In addition to the BSRM, a Federal Bureau of Investigation Alcohol, Tobacco, and Firearms (ATF) Incident/Activity Report will be submitted to the ATF Bomb Data Center via fax or Bomb Arson Tracking System (BATS).

C. All other department reporting guidelines shall be followed.
Procedure #: 05.03.000, Notification of Bomb Technician

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA: 41.1.3

I. GENERAL

A. Bomb Squad Supervisors shall provide a current schedule of on-call Bomb Technicians to be on file at the designated Communications Center for each region:

1. Region 1 - West Region – Bremerton
2. Region 2 – North Central Region – Marysville
3. Region 3 – South Central Region – Tacoma
4. Region 4 – East Region – Yakima
I. GENERAL

A. Upon notification of a call for service, the on-call technician shall attempt to contact an officer at the scene to evaluate the necessary personnel and equipment needs.

B. The responding Bomb Squad Technicians shall notify the Vessel and Terminal Security (VATS) Section Duty Lieutenant, the District Duty Lieutenant or the Captain of the district of the response, and a designated manager from the affected inter-agency partner. The VATS Lieutenant will advise the Investigative Services Bureau Assistant Chief of any call involving an injury to anyone involved, media exposure, or any other significant information. (Washington State Patrol Regulation “Headquarters Duty Officer”)

C. Two technicians shall respond anytime a request is made for Bomb Squad equipment on a non-explosive event (Special Weapons and Tactics [SWAT], Hazmat, Clan Lab, etc.).
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 05: FIRST TECHNICIAN TO ARRIVE AT THE SCENE RESPONSIBILITIES

Procedure #: 05.05.000, First Technician to Arrive at the Scene Responsibilities

Effective Date: December 2009

See Also:
CALEA: 41.1.3

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Determine if the situation is life-threatening or non-life-threatening.

B. Evaluate the threat potential and advise the scene commander of any adjustments that need to be made (evacuation, perimeter, etc.).

C. Determine a staging area for Bomb Squad and request any additional Bomb Squad equipment or personnel that may be needed.

D. Verify/request needed support (i.e., fire and ambulance; Department of Ecology; Bureau of Alcohol, Tobacco and Firearms; etc.).

E. Brief the Bomb Squad personnel of the situation and form a plan based on consensus.

F. The first to arrive technician shall be the on-scene safety officer and shall be responsible for coordinating the reports and follow-up investigation.

G. Secondary devices should be considered during any response. Technicians shall include the protection of response personnel from secondary devices in their action plans.

H. Vehicular response should be conducted in the most prudent manner consistent with the information regarding the incident and in compliance with departmental guidelines.
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 06: LIFE THREATENING SITUATION

Procedure #: 05.06.000, Life Threatening Situation

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

See Also:

CALEA: 41.1.3

I. GENERAL

A. Due to the extreme nature of a life-threatening situation, the Bomb Squad response team is authorized full latitude in determining:

1. The type of render-safe procedure to attempt.
2. The type of equipment to be used.
3. The use/non-use of essential safety equipment.
4. The number and exposure time of Bomb Squad Technicians/support personnel on scene.
**CHAPTER 5: RESPONSE TO SUSPECT DEVICES**

**SECTION 07: NON-LIFE THREATENING SITUATION**

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**I. GENERAL**

A. Normally, remote procedures shall be employed. All technicians at the scene must agree upon any hand entry procedure conducted in a non-life threatening situation.

B. Determine initial course of action/render-safe attempt (remote methods are first priority of consideration).

C. If possible, limit initial response on the suspect package to one properly equipped technician. Every attempt shall be made to minimize the exposure time.

D. Render the item or situation safe. (This may include an attempted render-safe; a check for residual/additional hazards; a removal and transportation of the suspect item; or determination that the item is not a bomb).

E. Suspect items that no longer require any type of emergency handling may be transported to the range for render-safe and/or disposal. Since time is no longer a factor, procedures used should be remote. Any exposure time shall be held to an absolute minimum.
I. GENERAL

A. Request for an explosive detection canine team will be made through the Washington State Patrol (WSP) Canine Unit Detachment Supervisor.

B. When a request for the use of a Narcotics or Explosives Detection Canine is received:

1. The canine team assigned to, and in service, in the geographic area will be the first to respond.

2. If that team is not in service, then an in-service departmental team in an adjacent geographic area will be considered.

3. If they are not available, then another local agency's canine team, if in service, may be called.

4. If no other local agency canine team is available, then the local canine team may be called out with the approval of the district commander or their designee.

C. The explosive detection canine is a tool to assist with a search of a specific area, vehicle, dwelling, building, or conveyance.
I. GENERAL

A. When conducting an explosives search, unnecessary people shall be removed from the area. A bomb technician or designated spotter will assist the canine explosives detection team with the search. A canine team will not enter or search without the assistance of a spotter or observer.

B. When conducting an explosives search where a specific detonation time has been given, the canine team will retreat to a safe area one-half hour before the indicated detonation time and should not reenter the search area sooner than one-half hour after the detonation time.

C. “Explosive Detection Canine Teams are appropriated for searching buildings, vehicles, baggage, packages, aircraft, etc. during threats, protection details, or other routine or general sweeps, but are not to be used to assess, examine, or clear items already identified as a suspected explosive item or possible improvised explosive device” (National Bomb Squad Commanders Advisory Board Newsletter, March 28-30, 2000). If a suspected device, as defined by the Federal Bureau of Investigation (FBI) criteria, has been located, a canine team will not be used to sniff or “check” the device.

D. A canine team should be used to conduct sweeps for secondary devices.
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 10: BOMB THREATS

Procedure #: 05.10.000, Bomb Threats

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA: 41.1.3

I. GENERAL

A. Bomb threats/searches can be divided into three areas – building, aircraft, and vehicles.

B. Definition: Items found at an airport will be divided into two categories:

1. Abandoned Items – Items to include suitcase, briefcase, and the like, unintentionally forgotten or left by a person without having any suspicious circumstances.

2. Suspicious Items – Can be abandoned items that have suspicious or extenuating circumstances. For example:
   a. Found during a bomb threat.
   b. Meeting Federal Bureau of Investigation (FBI) criteria for suspicious item.
   c. Items that a canine team has alerted on.
   d. Items that the owner cannot identify.

3. Once a threat is received, the affected parties will be notified and they will determine if a search is to be conducted. The following list of organizations is not inclusive:
   a. Federal Bureau of Investigation
   b. Federal Aviation Administration
   c. Fire Department
d. Affected tenant

e. Airport Operations

f. Others as necessary
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 10: BOMB THREATS

Procedure #: 05.10.010, Building Searches

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA: 41.1.3

I. GENERAL

A. Building searches can be conducted covertly or overtly.

B. Building searches should be done using canine teams and affected building occupants.

C. Searchers should pay particular attention to areas open to the public.

D. All searchers will be instructed not to disturb any suspicious items that may be located.

E. Once an item has been identified as a suspect explosive device, an evacuation will take place.

F. The suspect explosive device will be handled in accordance with established departmental procedures.
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 10: BOMB THREATS

Procedure #: 05.10.020, Aircraft Searches
Effective Date: December 2009

General Order: 


Applies to: Bomb Technicians, Coordinators, and Supervisors

See Also: CALEA: 41.1.3

I. GENERAL

A. All aircraft will be searched en route to or at the Primary Inspection Site.

B. If the aircraft is at the gate, the passengers and their carryons will be deplaned. The aircraft will then be towed to the Primary Inspection Site.

C. If the aircraft is on the ground, it will proceed immediately to the Primary Inspection area where the passengers will be deplaned with their carryons and transported to the airport terminal.

D. All passengers of the affected aircraft will be quarantined in a confined holding area. An empty gate area could be used for this purpose.

E. A supervisor will respond to the confined holding area where he/she will ascertain how many officers will be needed for security and assign same.

F. If threat emanated from a passenger, the passenger will be arrested and held for federal and/or local officials.

G. In manageable groups, the passengers shall be rescreened with their carryons.

H. At the Primary Inspection Site, the Bomb Technician will need the Mobile X-Ray Explosive Ordnance Disposal (EOD) Equipment Vehicle.

I. Notify the fire department, Airport Operations, and an agent of the affected airline.

J. The baggage aboard the affected aircraft will be deplaned and placed on the hash marks at least 300 feet from the aircraft.
K. The baggage and aircraft will be searched by a Bomb Technician and canine team(s).

L. Communications will be notified as to the results of the search.

M. Communications will assist in the notification of individuals that have been alerted to the bomb threat as to the results of the search.
CHAPTER 5: RESPONSE TO SUSPECT DEVICES
SECTION 10: BOMB THREATS

Procedure #: 05.10.030, Vehicle Searches

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA: 41.1.3

I. GENERAL

A. Attempt to locate the owner/driver of the vehicle.

B. A Bomb Technician and/or a canine teams(s) will search the vehicle.

C. Notify the airport fire department and Airport Operations.

D. Communications will assist in the notification of individuals who have been alerted to the bomb threat as to the results of the search.
I. GENERAL

A. The render-safe procedure and equipment to be used shall be determined by consensus decision of on-scene personnel. In cases of disagreement, the procedure that affords maximum safety will prevail.

B. If a suspected device is located, it should be rendered safe as soon as possible, with all the technicians on the scene in agreement on the procedure to be used. Any changes that need to be made in the render-safe procedure, or mode of transportation of the device, will be discussed and agreed upon prior to any further action.

1. When possible, render a suspected device safe without moving it.

2. Property damage and evidentiary value shall be taken into consideration, but will be a low priority.

3. If it is necessary to move the device from the scene, a containment vessel shall be deployed if appropriate.

C. The overall situation, including the circumstances and the physical environment, shall be considered in determining the use of the x-ray machine, bomb suit, or disrupter. Equipment Use guidelines shall be used in making this determination and the sergeant or senior bomb technician on scene shall be responsible for justifying any variance from these guidelines.
CHAPTER 6: RENDER-SAFE PROCEDURES
SECTION 02: EQUIPMENT USE

Procedure #: 06.02.000, Equipment Use

Effective Date: December 2009

See Also: CALEA:

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Bomb Suits

1. Life Threatening Situation – Use/non-use is at the discretion of the bomb response team on scene.

2. Non-life Threatening Situation – The bomb suit should be worn in all situations except:
   a. Where it is physically impossible.
   b. Explosive/flammable atmosphere.
   c. High potential of booby traps.
   d. When all the technicians on the scene determine it is not necessary. Use of the bomb suit shall be determined on a case by case basis.

B. X-Ray

1. Life Threatening Situation – Use/non-use is at the discretion of the bomb response team on the scene. Normally an x-ray shall be taken if feasible.

2. Non-life Threatening Situation:
   a. Suspect package/letter – normally used
   b. Low potential suspicious items – normally used
c. High potential suspicious items – not required – use discretion

d. Checking components/explosives for secondaries – normally used

C. Disrupters

1. Life Threatening Situation – Normally not used; however, if it is the opinion of the bomb response team on scene that this is the most probable means of successfully rendering the situation safe, it may be used.

2. Non-Life Threatening Situation

   a. Low Potential Suspicious Items – used after x-ray procedures, if considered necessary.

   b. High Potential Suspicious Items – used with or without x-ray at discretion of bomb response team.

3. Destroying or rendering safe in place will be given first consideration in all non-life threatening situations involving abandoned/deteriorated explosives, explosive chemicals, and suspect devices. Normally, if possible, this will only be done in remote areas.
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### I. GENERAL

A. Normally, suspect devices shall be neutralized on site. The decision to transport a suspect device shall be weighed carefully to ensure that the act of loading and transporting itself does not unduly increase the hazards to the technician or the public.

B. The Explosives transport trailer should be used whenever possible to move suspect devices.

C. If the trailer is not available, then other transport vehicles should be utilized.

D. Consistent with Hazardous Devices School (HDS) training, a dump truck filled with sand would be an alternative type of transport vehicle. A container filled with sand and placed in the back of a pickup would also be an option.

E. The route to be used should be the safest and most direct to the disposal area.

1. When applicable and/or practical, placards will be used.

2. No person shall smoke within 25 feet of a vehicle transporting explosives.

3. All motor vehicle laws will be followed except in emergency situations.

4. If explosives and blasting caps are transported in the same vehicle they will be separated as much as practical and preferable in safety containers.
5. If a vehicle is left unattended, it will be secured. In the event of transportation of explosives for disposal, the vehicle will be attended at all times when practical.

6. A fire extinguisher, meeting Nation Fire Protection Association (NFPA) specifications, will be carried except when emergency situation dictates otherwise.

7. Vehicles will be maintained in proper operating condition at all times.

F. Pilot and rear escort emergency vehicles should be used whenever possible, depending upon the area, traffic conditions, weather, and distance to be traveled.
CHAPTER 7: TRANSPORTATION OF SUSPICIOUS ITEMS
SECTION 02: SPECIAL OPERATIONS

I. GENERAL

A. Tactical – Some agencies may call upon Bomb Squad personnel to support and participate in Special Weapons and Tactical (SWAT) operations.

1. Use of Bomb Squad personnel during tactical entries

2. Diversion devices

3. Explosive breaching

4. Use of Robot

5. Use of other Bomb Squad equipment

B. Dignitary Protection – Provide a uniform method of coordinating a protection plan prior to the arrival of a visiting dignitary.

1. Upon notification of a visiting dignitary, Bomb Squad personnel will coordinate with local, state and federal agencies regarding the search requirements, canine requirements, and stand-by requirements for the visit.
CHAPTER 7: TRANSPORTATION OF SUSPICIOUS ITEMS
SECTION 03: CLANDESTINE DRUG LAB PROCEDURES

Procedure #: 07.03.000, Clandestine Drug Lab Procedures

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

See Also:

CALEA:

I. GENERAL

A. The Bomb Squad will respond to the scene of clandestine drug labs at the request of the law enforcement agency having jurisdiction. The following steps are intended as a suggested guide only and will vary with each individual situation.

1. Unless exigent circumstances exist, Bomb Squad personnel will not enter a working (cooking) clandestine drug lab. If an explosive device is discovered, a Bomb Technician, with proper Personal Protection Equipment (PPE), will render the item safe.

2. Hazardous exposure reports will be promptly submitted.

3. The entry team technician shall voice any safety concerns or questions prior to entry.

4. The entry team technician will not enter the drug lab unless accompanied by law enforcement officers trained in clandestine drug labs. Under no circumstances will a technician make initial entry alone.

5. Under no circumstances will entry be made into a synthetics lab without a total containment suit with a self-contained breathing apparatus (SCBA).

6. If any improvised explosive device, improvised incendiary device, or booby trap is encountered, the safest render-safe procedure will be followed.

7. If commercial explosives are encountered, the safest render-safe procedure will be followed.
8. If a military ordnance is encountered, the safest render-safe procedure will be followed, which included notifying the local Explosive Ordnance Disposal (EOD) Unit.

9. A second bomb technician with full protective clothing and SCBA will be standing by in the event of an emergency or to assist the entry team technician.

10. Under no circumstances shall a Bomb Technician or support member use their sense of smell or taste to identify hazardous or explosive materials found in a clandestine drug lab crime scene.

11. No contaminated evidence or explosives shall be stored unless properly sealed and identified as contaminated.

12. No contaminated explosives will be handled for destruction unless all safety precautions are followed.

13. No eating, drinking, or smoking will be allowed prior to decontamination.

14. Upon completion of the search, all booby traps, improvised explosive devices, and incendiary devices will remain in the care, control, and custody of the Bomb Squad.

B. Searches of clandestine drug labs shall be the responsibility of the law enforcement agency in charge of the operation. If unusual circumstances or a high probability of booby traps, explosives, or explosive chemicals exists, the Bomb Squad may provide a search of the location.

C. Once it has been determined by the investigating agency that there is a great possibility of booby traps, explosives, or explosive chemicals existing on the property to be searched that pose a hazard to the investigating team, the command law enforcement officer will contact the Bomb Squad. The Bomb Squad will be included in all prior briefings before the property is to be searched. This briefing is to include, but not be limited to:

1. Location of lab
2. Location of staging
3. Number of people involved
4. Law enforcement and public safety
5. Occupants of the lab
6. Evacuation procedures
7. Weather conditions
8. Type of drug(s) being manufactured/types of possible chemicals present
9. Description of suspect(s) (i.e., EOD or explosives background)
10. Description of suspect(s) vehicle(s)
11. Equipment needed for entry
12. Entry suit
13. Self Contained Breathing Apparatus (SCBA)
14. Sequence of events
15. What is going to take place
16. When and in what order
17. Specials hazards
18. Explosives
19. Possible booby traps and location if known
20. Automatic weapons
21. Any other considerations
22. Codes or special signals (if any)
23. Operating radio frequencies
I. GENERAL

A. Bomb Squad personnel may be called upon to provide support for the eradication of marijuana growing operations and the protection of drug enforcement officers and citizens during search and seizure operations. Render safe any booby trap or improvised explosive devices encountered according to prescribed policies and procedures.
CHAPTER 7: TRANSPORTATION OF SUSPICIOUS ITEMS
SECTION 05: FIREWORKS

Procedure #: 07.05.000, Fireworks

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also: FBI Special Technicians Bulletin; RCW 70.77; WAC 212.17

CALEA:

I. GENERAL

A. Transportation and safe disposal of illegal fireworks will be handled per Hazardous Devices School (HDS) Training and Federal Bureau of Investigation (FBI) Special Technicians Bulletin.
I. GENERAL

A. Military ordnance is the responsibility of U.S. Army Explosive Ordnance Disposal (EOD) Units; therefore, when military ordnance is encountered, the Army EOD shall be contacted. When operationally feasible, Bomb Squad personnel will provide support to Army EOD units requesting assistance.

B. At no time will Bomb Squad personnel transport or dispose of military ordnance with which they are unfamiliar or unequipped to handle.
**CHAPTER 8: RANGE OPERATIONS**

**SECTION 01: RANGE SAFETY**

**Procedure #:** 08.01.000, Range Safety

**Effective Date:** December 2009

**General Order:**

**Supersedes:** Inter-Agency Bomb Squad Manual, revised June 2006

**Applies to:** Bomb Technicians, Coordinators, and Supervisors

**See Also:** WAC 296-52-6710.d.ii.a

**CALEA:**

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**I. GENERAL**

A. Range safety is always paramount.

B. Only qualified explosives personnel are permitted to handle the explosives and explosive devices.

C. A minimum of two qualified explosives personnel are required when:
   1. Disposing of explosives.
   2. Rendering safe explosive devices.

D. All personnel engaged in disposal shall wear issued electronic hearing protection and safety glasses.

E. All disposal work and render-safe procedures are to be performed inside the confines of the designated disposal area. The disposal area shall be kept clean and all foreign material disposed of properly as outlined in Department of Ecology and Environmental Protection Agency (EPA) guidelines.

F. It is recognized that there are several methods for safely performing demolition procedures (for example, crimping a nonelectric blasting cap over the head, to the side of the leg, etc.); however, the procedures set forth herein are to be used to promote standardization and uniformity, as well as safety on the firing line.

G. Know the Range - Walk the area and check for:
   1. Personnel in the area
   2. Contamination
3. Vegetation (Fires)
4. Structures
5. Vehicles
6. Power and utility wires
7. Debris
8. Rocks
9. Transmitters
10. Other hazards (chemicals, leach water, buried cables or pipelines, etc.)

H. Obtain Range Explosive Limits

I. Obtain Range Regulations regarding:
   1. Required medical personnel (ambulance, Emergency Medical Technician)
   2. Required fire safety
   3. Required communications
   4. Range flags
   5. Road blocks or locked gates

J. Know the explosives
   1. Explosives should be purchased, transported, stored, and used in accordance with federal, state, and local laws.
   2. The Bomb Squad will maintain control of all explosives provided by them and will distribute these explosives to technicians as needed.
   3. The Bomb Squad will accept full responsibility for the secure storage of explosives (in the event no approved bunker is available).
   4. Determine safe distances to protective cover or magazine placement from:
      a. Blast effect
b. Missile and fragmentation

c. Ground shock

5. Separate and secure the explosives properly.

6. Ensure that the burn time of a non-electric shot leaves sufficient time for personnel to walk to a safe area. Suggested \textit{minimum} time delay of three (3) minutes.

K. Control the instructors, students and spectators

1. Identify the Range Safety Officer (RSO).

2. Identify the smoking area and limits.

3. No running on the range.

4. Determine the fire warning:
   a. Sirens
   b. Whistle

5. Count the detonations.

6. Maintain silence after each detonation (look and listen for a “rain” of debris).

L. New explosives and blasting accessories should not be used for the first time during demonstrations and seminars.

M. No burning type of fuse other than safety fuse should be used to initiate explosive devices or charges.

N. Pipe bombs:

1. Put black or smokeless powder into plastic baggies when loading pipe bombs.

2. After liberally coating the pipe threads with petroleum jelly, the final end cap may be screwed on when all other personnel are at a safe distance.
3. Place the pipe bomb in a hole at least 18 inches deep and cover it with at least four (4) sandbags.

4. Do not bury a blasting cap. Use detonating cord with one end initiated above ground by the blasting cap.

O. When doing incendiary demonstrations, ensure all personnel are on their feet so that they will be able to move easily away from any toxic smoke or heat should the wind change.

P. Do not carry blasting caps in your pocket and do not let them rattle around in any type of container.

Q. Never carry blasting caps and main charge together.

R. Misfires – Protective clothing (bomb suit) will be worn, if available and practical, while clearing misfire.

1. Electric Misfire:
   a. Try blasting machine again.
   b. Recheck continuity and try blasting machine again.
   c. Change blasting machines and try again.
   d. Wait 30 minutes before approaching the misfire charge (WAC 296-52-6710.d.ii.a).
   e. RSO determines method of “clearing” misfire.
   f. Misfire should be destroyed with a counter charge whenever possible.

2. Nonelectric Misfire when detonators and fuses used:
   a. Wait 60 minutes plus fuse burn time and 15 minutes on other than cap and fuse initiators (such as Nonel Primadets).
   b. RSO determines method of “clearing” misfire.
   c. Misfire should be counter charged whenever possible.
S. Suggested range station layout for electric and nonelectric firing:

<table>
<thead>
<tr>
<th>Down Range</th>
<th>#1 Time</th>
<th>#2 Main Charge</th>
<th>#3 Blasting Caps</th>
<th>#4 Priming and Fire Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fuse</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Carried Separately)
CHAPTER 8: RANGE OPERATIONS
SECTION 02: BASIC DEMOLITION PROCEDURE – PART 1, NON-ELECTRIC PRIMING

Procedure #: 08.02.000, Basic Demolition Procedures – Part 1, Non-Electric Priming

Effective Date: December 2009

See Also:

CALEA:

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. Advantages

1. Need very little equipment.

2. Premature detonation from static electricity minimized.

B. Disadvantages

1. Once initiated, control is lost.

2. Misfires

   a. Loss of range time (down time) – must wait burn time plus 30 minutes.

   b. Someone must clear it – usually Range Safety Officer (RSO).

D. Equipment

1. Crimpers

   a. Use only for their intended purposes.

   b. Check periodically to ensure:

      (1) Screw is staked and secure so legs do not ride over the stop.
(2) Cutting edges and crimping edges are uniform and undamaged.

(3) Stops are in good condition.

(4) Legs move freely.

2. Safety Fuse/Blasting Fuse/Time Fuse

a. Cut off six (6) inch length and save for destruction.

   (1) Make a clean, square cut.

   (2) Roll edges to taper for easier insertion into cap if necessary.

   (3) Avoid touching black powder train with fingers (hygroscopic – absorbs moisture).

   (4) If using one roll, knot the other end and cut from one end only.

   (5) If using crimpers to measure one foot ensure crimpers are fully extended and the time fuse is placed through the jaws.

b. Cut three (3) foot length and test burn for average burn time per foot.

   (1) Compute the burning rate per foot of the test length by dividing the time in seconds of the burn by the length in feet.

   (2) Burn time usually will be 40-45 seconds per foot; however, each roll may differ due to atmospheric conditions (such as high humidity and altitude) and manufacturing.

   (3) Determine the minimum burn time necessary to walk to cover and thereafter cut fuse accordingly. RSO will usually determine minimum burn time.

   (4) Before initiating fuse lighter use a small rock/dirt-clod/sandbag to hold down the fuse while burning to eliminate roll back of the time fuse.

3. Igniters

a. Match

   (1) Split fuse ¾" (avoid losing black powder).
(2) Insert match head (making sure it is in contact with black powder)

(3) Scratch match book cover across match head.

b. Hot wire and railroad fuses

c. Commercial fuse lighter (pull/friction)

(1) Push fuse lighter onto fuse until snug.

(2) Teeth inside will hold fuse onto lighter.

(3) Pull to ignite.

d. M-2 Military fuse lighter

(1) Secure lighter onto fuse.

(2) Pull out pin (cocked striker).

e. M-60 Military fuse lighter

(1) Back off knob three (3) turns – remove and discard shipping plug.

(2) Insert fuse into opening until snug and tighten knob.

(3) Remove safety pin.

(4) Depress plunger slightly.

(5) Grasp lighter in web of thumb and index finger – Do not confine in clenched hand.

(6) Grasp pull ring with other hand – pull sharply (execute ¼ turn clockwise at the same time).

(7) If igniter fails to function, depress plunger and refire.

(8) Secure used igniters for destruction – do not reload.

4. Blasting Caps

a. Static electricity is a natural phenomenon that occurs when an object acquires an electrical potential different from another object in the environment. It does not matter whether or not these objects are conducting materials or not. A high voltage, low amperage
electrical discharge (a spark) can occur when these objects of different electrical potential come into close proximity to each other. This electric discharge is an attempt of nature to balance itself.

In view of the fact that blasting caps are some of the most sensitive explosives, the following procedures are to be used to minimize the static electricity hazard:

(1) Touch earth/ground each time before handling blasting caps.

(2) Touch your skin to someone else’s skin before handling them blasting caps (cross-bonding).

b. Non electric blasting caps description:

(1) Generally aluminum or copper

(2) ¼” in diameter

(3) 1” – 6” in length (#6 and #8 are most common)

(4) Composed commonly of:

- Lead styphate/barium chromate – SENSITIVE
- Lead Aside – SENSITIVE
- RDX/PETN

General Rule – Use military caps with military explosives.

c. Methods of Initiation

(1) Time Fuse

(2) Detonating Cord

(3) Firing Devices (booby traps, base couplers, etc.)

d. Inspection

(1) Remove cap from packing or box and check it for damage or for debris.

(2) Foreign object may be removed by shaking gently (and/or striking forearm to forearm, wrist to wrist, or palm to palm) to dislodge debris.
(3) If object cannot be dislodged, choose another cap. Do not bang or tap the cap. Do not insert anything into the cap. Do not blow into the open end of the cap.

e. Use (Crimping Procedure)

(1) Insert fuse into cap until snug. Do not twist or force.

(2) Control cap with index finger and hold fuse with thumb and middle finger and hold it out in front of body at eye level.

(3) Look at crimpers and know which jaws crimp and which jaw cut.

(4) Using crimpers, obtain semi-crimp or “marrying crimp”, approximately 1/8” – ¼” from fuse.

(5) Extend arms to full length at face level and roll wrist to turn end of cap away from body and down range.

(6) Make final crimp. Do not over crimp as powder train may be cut off.

(7) Generally one crimp is sufficient.

5. Final State

a. Insert cap into main charge and secure with tape/ties/adapters, etc. Business end should be located in the center of the greatest mass of explosive being used or in center of a pigtail and pointed toward main charge when using a detonating cord firing system.

b. Give fire warning (siren, whistle, oral “Fire in the Hole”).

c. Initiate time fuse and walk to a safe area.

6. Reduction of Misfires

a. Dual (double) prime all charges.

b. Prime carefully – majority of misfires are due to improper assembly.

c. Do not bury a cap. If a charge must be buried or tamped, the charge will be initiated with detonating cord, and the detonating cord primed above ground.
CHAPTER 8: RANGE OPERATIONS
SECTION 03: BASIC DEMOLITION PROCEDURE – PART 2, ELECTRIC FIRING

Procedure #: 08.03.000, Basic Demolition Procedures – Part 2, Electric Firing

Effective Date: December 2009

See Also: FBI Technicians Bulletin 87-9; FM 9-16 July 81


Applies to: Bomb Technicians, Coordinators, and Supervisors

CALEA:

I. GENERAL

A. Advantages

1. Positive control of the time of detonation.

2. No down time for misfires.

B. Disadvantages

1. Amount of equipment required.

2. Static electricity, Radio Frequency (RF) energy and other induced current hazards.

   a. Static electricity – To minimize the static electricity hazard:

      (1) Touch earth/ground each time before handling of blasting caps.

      (2) Touch your skin to someone else’s skin before handling them the blasting caps (cross-bonding).

   b. Radio Frequency (RF) energy – Refer to Federal Bureau of Investigation (FBI) Bomb Data Center Special Technicians’ Bulletin (STB) 87-9 for detailed and additional information. The premature detonation of electric blasting caps by induced Radio Frequency energy is possible whether or not the leg wires are shunted. The following table of safe distances is for a worst possible situation. If blasting distances are less than shown in the table below more
specific tables of safe distances for different frequencies and power transmitted are contained in STB 87-9. If blasting distances are less than shown in STB 87-9, the only safe procedure is to use a nonelectric system.

Minimum Safe Distances From Transmitter Antennas
(Worst possible situation)

<table>
<thead>
<tr>
<th>Transmitter Power (watts)</th>
<th>Minimum Safe Distances (feet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 100</td>
<td>750</td>
</tr>
<tr>
<td>100-500</td>
<td>1,700</td>
</tr>
<tr>
<td>500-1,000</td>
<td>2,400</td>
</tr>
<tr>
<td>1,000-5,000</td>
<td>5,500</td>
</tr>
<tr>
<td>5,000-50,000</td>
<td>17,000</td>
</tr>
<tr>
<td>50,000-500,000</td>
<td>55,000</td>
</tr>
</tbody>
</table>

Warning – If electric blasting caps are to be transported near operating transmitter or in any vehicle in which a transmitter is to be operated, the caps will be placed in a metal can. The cover of this metal must be snug fitting and lap over the body of the can at least one inch. Caps will not be removed from the container near an operating transmitter unless the hazard has been evaluated and determined to be acceptable.

c. Other induced currents:

(1) **Lightning** – Lightning is a hazard to both electric and nonelectric charges. A strike or near hit is almost certain to initiate either type of system. Lightning strike, even at remote locations, may cause extremely high local earth currents and shock waves that may initiate electrical firing circuits. The effects of remote lightning strikes are multiplied by nearby conducting elements, such as those found in buildings, fences, railroads, bridges, streams and underground cables and conduits. The only safe procedure is to suspend all blasting activities during electrical storms or when one is expected.

(2) **Electrical Power Lines** – Electric firing should not be performed within 500 feet of energized power transmission lines (FM 9-16 July 81).
C. Equipment

1. Galvanometer
      (1) Power source must be acceptable for use with electric blasting caps.
      (2) Keep dry.
      (3) Do not allow to freeze.
      (4) To test operation of galvanometer, short terminals and strong reading should be indicated on meter.

   Safety Note: NO HOMEMADE GALVANOMETERS ON RANGE

   b. Military – M51 Test Set – Clacker type

   Note: Do not confuse with M57 Claymore firing device.

2. Hell Box/Blasting Machine
      (1) 10 cap – 1.5 amps
         (a) Crank several times to warm up (without firing wires attached).
         (b) Ensure operates smoothly – return spring intact.
         (c) Attach firing wires tightly.
         (d) Hold in hand and rotate handle clockwise.
      (2) Combination Hell Box/Galvanometer

   Safety Note: NO HOMEMADE BLASTING MACHINES ON RANGE

   b. Military
      (1) M-32 – 10 cap machine
(2) M-34 – 30 cap machine

3. Electric Caps
      (1) Delay – instant to several seconds.
      (2) When using two or more – use manufacturer.
      (3) Leg wires – length varies – most common 12 feet.
      (4) Keep wires shunted when not in use.
   b. Military – M-6 – instant

4. Firing line

D. Firing Line Procedures

1. Firing Line
   a. Lay wire from charge to fire position – do not drag because of abrasion and static electricity.

      **Note:** Always carry Galvanometer and Hell Box when working Downrange.

   b. Test firing line at the “charge” position with galvanometer. These tests determine whether a firing line has a short or open in it before it is used.
      (1) Use signal system with a man left at the fire position.
         (a) Arms open – separated wires
         (b) Arms closed – shunted wires
         (c) Wave off – leave wires shunted
      (2) When wire open – no reading on galvanometer.
      (3) When wire closed – reading on galvanometer.
      (4) Leave wire shunted when not in use.
2. Test cap at the “charge” position.
   a. Touch the earth/ground before picking up cap.
   b. Place under sandbag or in a hole.
   c. Scrape leg wires because some have varnish on them.
   d. Turn your back to the cap and check for a reading when the leg wires are touched to galvanometer terminals. A reading indicates continuity.

3. Attach leg wires to firing line – tape/insulate.

4. Secure cap to main charge – taps, tie, adapters, etc.
   
   **Note:** Do not bury a blasting cap – use a detonating cord firing system for buried charges.

5. Return to firing position.

6. Test firing circuit with galvanometer when charge area is clear of personnel. Galvanometer should indicate firing circuit continuity. Hook in blasting machine.

7. Check area – warning system (siren, whistle, oral “Fire in the Hole”).

8. Detonate charge.

9. Disconnect blasting machine. Check firing line with galvanometer. There should not be a reading on the meter. Shunt the firing line.

10. Check blast area for complete detonation of charge.

**E. Series and Parallel Firing Circuits**

1. Series Firing Circuit
   a. Has a single current path.
   b. Each blasting cap increases the resistance of the circuit.
   c. Usually all charges detonate or none of the charges detonate (a "go" or "no" circuit).
d. While caps are buried (under a sandbag, etc.) they can be connected together and checked for circuit continuity with a galvanometer before connecting them to the firing line.

e. To connect caps in Series: Connect one leg wire of cap “A” to one leg wire of cap “B”. Then connect the other leg wire of cap “B” to one leg wire of cap “C”, etc. Connection to the firing line will be made with one leg wire from cap “A” and with one leg wire from the last cap in the series of caps.

2. Parallel Firing Circuit

   a. Has multiple current paths.

   b. Has a lower resistance to current than series circuits.

   c. It is possible that all charges may not detonate.

   d. While caps are buried (under a sandbag, etc.) connected together in parallel before connecting them to the firing line. A continuity check with a galvanometer does not guarantee circuit continuity through each cap.

   e. To connect caps in Parallel: Connect one leg wire of cap “A” to one leg wire of cap “B” and the other leg wire from cap “A” to the other leg of cap “B”. Then connect one leg wire of cap “C” to the other leg wires of “AB”, etc.

3. Series-Parallel Firing Circuit

   a. Has multiple and single current paths.

   b. If there are numerous caps in this firing circuit the circuit’s resistance must be balanced so that there is equal current distribution through each cap.

   c. The series-parallel circuit may have many different configurations since it is a combination of a series and parallel circuit.
CHAPTER 8: RANGE OPERATIONS
SECTION 04: BASIC DEMOLITION PROCEDURE – PART 3, DETONATING CORD

Procedure #: 08.04.000, Basic Demolition Procedures – Part 3, Detonating Cord

Effective Date: December 2009

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

See Also:

CALEA:

I. GENERAL

A. Advantages
   1. Versatile
   2. Easily installed
   3. Electric or non-electric

B. Detonating Cord Connections
   1. Detonating cord slip know
   2. Square knot
   3. Branch line connection - Branch line is fastened to main line by means of girth hitch with one extra turn. Angle formed by the branch line and the cap end of the main line should not be less than 90 degrees from the direction from which the detonating wave is coming.
      a. Smaller angle may cause the branch line to be separated from the main line without being detonated.
      b. At least six (6) inches of the running end of the branch line is left free beyond the tie.
   4. Ring main - Made by bringing the main line back in the form of a loop and attaching it to itself with a girth hitch with one extra turn.
a. Will detonate an almost unlimited number of charges.

b. Detonation of all charges is more probable because the detonating wave approaches the branch lines from both directions.

c. Branch line connections must be made at right angles to the main ring.

d. Kinks in the line must be avoided.

e. Curves and angles must not be sharp.

f. Never connect branch line at a point where main ring is spliced.

g. Avoid crossing lines.

5. Hasty Whip with Detonating Cord

a. Loop detonating cord on explosive and hold in place.

b. Wrap detonating cord around explosive several times.

c. Bring loose end around the through loop.

d. Pull secured end of loop to tighten.

6. Plastic Explosive Priming

a. Tie knot in detonating cord.

   (1) Overhand knot

   (2) Triple roll knot (monkey fist) – not for use with M112 block-use quadknot (4 rolls).

b. Mold or secure inside explosive.

7. Lacing/Weaving Dynamite with Detonating Cord

a. Using pointed end of crimpers, punch into the stick of dynamite at approximately a 45 degree angle and approximately one quarter of the way from the end of the stick (do not attempt to lace military dynamite).

b. Roll stick 180 degrees and repeat.
c. Again roll stick 180 degrees and repeat.

d. Push detonating cord through holes and back through loop of lacing and pull snug
I. GENERAL

A. All evidence placed in magazine must be properly marked for identification, contents, officer, case number, defendant, and date.
CHAPTER 9: PRESERVATION OF EVIDENCE
SECTION 02: SAMPLES FOR ANALYSIS

Procedure #: 09.02.000, Samples for Analysis

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA:

I. GENERAL

A. Samples of explosives for analysis are to be submitted in accordance with Crime Lab procedures.
CHAPTER 9: PRESERVATION OF EVIDENCE
SECTION 03: EVIDENCE DESTRUCTION

Procedure #: 09.03.000, Evidence Destruction

Effective Date: December 2009

General Order:


See Also: Transfer/Disposition Report; Property/Evidence Report

Applies to: Bomb Technicians, Coordinators, and Supervisors

CALEA:

I. GENERAL

A. Destroy any evidence that is deteriorating or posing a storage hazard.

B. Record the date and time of the evidence destruction on a Transfer/Disposition Report (WSP form 3000-110-179) or on a copy of the Property/Evidence Report (WSP form 3000-110-096).

C. Photograph material before disposal.
CHAPTER 9:  PRESERVATION OF EVIDENCE
SECTION 04:  LARGE CACHES OF EXPLOSIVES

Procedure #:  09.04.000, Large Caches of Explosives

Effective Date:  December 2009

General Order:


Applies to:  Bomb Technicians, Coordinators, and Supervisors

See Also:  Transfer/Disposition Report; Property/Evidence Report

CALEA:

I.  GENERAL

A.  Obtain samples from each container or case prior to disposal when feasible.

B.  Retain at least one wrapper from each case prior to disposal when feasible.

C.  Photograph both, before and after, when applicable.

D.  Use of video recording when applicable.

E.  All explosives stored as evidence must have a Transfer/Disposition Report (WSP form 3000-110-179) or a copy of the Property/Evidence Report (WSP form 3000-110-096) accompany the item.

F.  Forward a second copy of the Transfer/Disposition Report or Property/Evidence Report to the Bomb Squad Supervisor, and one to the District Evidence Officer for the evidence log.
CHAPTER 10: RADIOLOGICAL RESPONSE PROTOCOL
SECTION 01: QUICK GUIDE

Procedure #: 10.01.000, Quick Guide

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also: Radioactive Incident Report; Radiological Exposure Record

CALEA:

I. GENERAL

A. Radiation Detector Alarm Response

1. Personal Radiation Detectors (PRDs) are one tool available to law enforcement officers to assist them in determining the appropriate response to an incident. The PRD must be used in conjunction with a law enforcement officer’s training, experience, departmental regulation, policy, and procedure. PRD alarms can commonly be resolved quickly through conversation with involved parties. However, all PRD alarms should be investigated thoroughly.

2. Take the necessary and appropriate actions to identify and verify the radiation source.

3. If the source is identified and verified, complete the Radioactive Material Incident Report\(^1\) (WSP form 3000-190-023) in Appendix 5 of procedure 10.11.000, Appendices, and submit it to your supervisor prior to the end of your shift.

B. Unidentified/Unverified Radiation Source

1. Notify your immediate supervisor, who will in turn contact the Bomb Squad.

2. Be prepared to provide the following information:

   a. Call-back information.

   b. Description of the incident.

   c. Location of the source.

\(^1\)Available electronically on Inside WSP under “Agency Forms.”
d. Type of emission (pager alert or other detection).

e. Radiation detector readings.

f. Manifest/placard information.

g. Impact upon people (injuries, contamination).

h. Presence of fire, physical hazards, or hazardous material.

i. Responses to Radioactive Material Incident Report\(^2\) in Appendix 5 of procedure 10.11.000, Appendices.

3. Bomb Squad personnel will immediately notify the Washington State Department of Health (WADOH) Office of Radiation Protection. If the incident occurs in the marine environment, Bomb Squad personnel will also notify the United States Coast Guard (USCG) Sector Seattle Joint Harbor Operations Center (JHOC).

4. Based on the information provided, the WADOH and Bomb Squad personnel will make an assessment of whether the radiation source is legitimate [i.e., medical isotope, naturally occurring radioactive materials (NORM), etc.] and may initiate a response from the designated HAZMAT/CBRNE (Chemical Biological Radiological Nuclear Explosive) team.

C. IF YOU ENCOUNTER A READING GREATER THAN 2mR/hour (number 9 on the BNC 1703M PRD):

1. Separate the occupants from the vehicle or package.

   a. Re-survey.

   b. Question.

2. Establish a hot zone boundary out to a reading of less than 2 mR/hour (number 8 or less displayed on the BNC 1703M PRD).

3. Notify your supervisor and the Bomb Squad technicians will immediately notify WADOH Office of Radiation Protection and the designated HAZMAT/CBRNE team.

4. Begin recording the dose reading every 30 minutes using the Radiological Exposure Record\(^2\) (WSP form 3000-190-022) in Appendix 3 of procedure 10.11.000, Appendices.

D. Refer to the protocol for additional information and reporting chain.

\(^2\)Available electronically on Inside WSP under “Agency Forms.”
I. GENERAL

A. Introduction

1. This Generic Statewide Protocol provides a template for the use of Personal Radiation Detector (PRD) and Radiological Isotopic Identification Device (RIID) equipment to detect, identify, and classify radioactive substances and to ascertain their legitimacy.

2. This protocol has been developed in tandem with an equipment, hazard/safety, and response training program and is intended to be the WSP’s radiological response protocol. It requires a PRD, the availability of survey equipment, an isotope identifier, and real-time dosimetry capability.

3. The PRD is only to be used during a Bomb Squad response or as approved by Homeland Security Division command.

4. All responses to nuclear/radiological incidents should be treated as suspect until proven otherwise.

5. This tiered identification response includes three levels:

   a. **Tier III** involves the initial detection of a radiation source with a PRD.

   b. **Tier II** involves response from the designated response entity with isotope identification capability.

   c. **Tier I**: Generally, federal or state assets that have the ability to perform advanced isotope identification and hazard analysis with
reach-back capability to the Domestic Nuclear Detection Office
(DNDO) Joint Analysis Center (JAC).

6. If the radiation detection incident occurs in the marine environment,
notify the United States Coast Guard (USCG) Sector Seattle Joint
Harbor Operations Center (JHOC).

7. If it is determined that criminal activity is suspected or involved, the WSP
will, as warranted, contact the Department of Energy and/or the Federal
Bureau of Investigation (FBI). If it is determined that no criminal activity
is involved, the Washington State Department of Health (WADOH) Office
of Radiation Protection will provide further technical response and
supervise the safe disposition of the discovered source, if appropriate.

8. PRDs are one tool available to law enforcement officers to assist them in
determining the appropriate response to an incident. The PRD must be
used in conjunction with a law enforcement officer’s training, experience,
departmental regulation, policy, and procedure. PRD alarms can
commonly be resolved quickly through conversation with involved
parties. However, all PRD alarms should be investigated thoroughly.
I. PURPOSE

A. This Protocol provides a generic template for the use of radiation detection and isotope identification equipment to classify radioactive substances and to ascertain their legitimacy. There are many legitimate sources of radiation including naturally occurring radioactive material (NORM) and legitimate radioactive materials that may be encountered. The activation of a Personal Radiation Detector (PRD) alarm does not automatically imply a hazard or a violation. Unidentified radioactive materials or those deemed not in compliance with all applicable laws will be processed in accordance with this Protocol.

II. IMPLEMENTATION REQUIREMENTS

A. This Protocol is designed to work in tandem with an equipment, hazard/safety, and response training program.

B. It is incumbent on the user of this Protocol to establish safety zones in conformance with equipment detection capabilities and applicable health and safety requirements.

C. The exposure limits provided in this Protocol serve as guidance and should be used only after confirming their applicability to a given circumstance.

D. Implementing this Protocol will require a PRD, the availability of survey equipment, an isotope identifier, and real-time dosimetry capability.
I. APPLICATIONS

A. This generic template provides the basic elements necessary to establish radiological detection for state and local operational vectors such as roadways, maritime, rail, and air.

B. Special events.

C. State and local venues.

II. DEFINITIONS

A. Tier III will designate the initial point of radiation detection and includes the first contact with a conveyance, individual, or shipment.

B. Tier II response is conducted, when possible, in a secure area where the source is located and analyzed utilizing isotope identification detection equipment and/or other search techniques. Additional terms of reference related to nuclear/radiological issues are available in Appendix 8 of procedure 10.11.000, Appendices.

C. Tier I response involves federal or state assets that have the ability to perform advanced isotope identification and hazard analysis with reach-back capability to the Domestic Nuclear Detection Office (DNDO) Joint Analysis Center (JAC).
Procedure #: 10.05.000, Equipment Verification and Preparation

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also: CALEA:

I. GENERAL

A. Prior to use, verify that the detection equipment is functioning properly using manufacturers’ procedures.

B. If the unit is not operating properly, do not use the equipment (see Appendix 7 of procedure 10.11.000, Appendices, for replacement or repair).

C. Review procedure 10.16.000, Quick Guide, and procedure 10.06.000, First Responder Turn-Back Values.
Procedure #: 10.06.000, First Responder Turn-Back Values  

General Order:  


Applies to: Bomb Technicians, Coordinators, and Supervisors

Effective Date: December 2009

See Also:

CALEA:

I. GENERAL

A. Do not remain in areas greater than 100 mR/hr any longer than required for activities.

B. Do not proceed into areas with dose rates greater than 1 R/hr (1,000 mR/hr) unless directed to do so by the Incident Commander.

C. Refer to the Radiological Health and Safety Guidelines in Appendix 1 of procedure 10.11.000, Appendices.
CHAPTER 10: RADIOLOGICAL RESPONSE PROTOCOL
SECTION 07: TIER III PROCEDURES

Procedure #: 10.07.000, Tier III Procedures
Effective Date: December 2009
See Also: Radioactive Material Incident Report

General Order:


Applies to: Bomb Technicians, Coordinators, and Supervisors

I. GENERAL

A. When the detector alarms, escort the person or vehicle to a safe location nearby the area in which the alarm occurred for further investigation.

B. Determine the location and source of the radiation using one of the following flow charts in procedure 10.11.000, Appendices:


C. If the appropriate flow chart leads to a request for examination with an isotope identifier, advise the supervisor that a Tier II response will be needed.

D. The supervisor will contact the Bomb Squad, who will notify the Washington State Department of Health (WADOH) Office of Radiation Protection and the designated HAZMAT/CBRNE (Chemical Biological Radiological Nuclear Explosive) response entity for inspection (refer to procedure 10.09.000, Tier I Response).

1. If possible, establish a single subject focus.

   a. Separate the driver from the vehicle or the person from their belongings.

2. Identify the Safety Zone.

   a. Monitor the Personal Radiation Detector (PRD) to determine a safe distance from the source. A safety zone is a radiation field of 2
millirem/hour (2 mrem/hr) or less. If using the BNC 1703M, back away from the source until the PRD reads an “8” (refer to Appendix 1 of procedure 10.11.000, Appendices, for additional health and safety guidelines).

b. If the determined safe distance is 10 feet or less from the source, an approximate three-minute investigation may be conducted.

c. If the determined safe distance is beyond 10 feet from the source, contact the Bomb Squad, who will consult with WADOH and notify the designated HAZMAT/CBRNE response entity for inspection.

II. RADIATION SOURCE IDENTIFICATION

A. If the source identified is consistent with the list of Legitimate Radiation Sources in Appendix 4 of procedure 10.11.000, Appendices, and appears to be legitimate with no inherent danger, document the incident using the Radioactive Material Incident Report¹ (WSP form 3000-190-023) in Appendix 5 of procedure 10.11.000, Appendices. End the Source Identification effort.

NOTE: Question the individual (recent medical treatments, professions, etc.) to identify the possible cause of the alarm; however, always be cognizant of your safety (refer to Appendix 1 of procedure 10.11.000, Appendices, regarding emergency worker dose limits and time, distance, and shielding method).

B. Conveyance: If the source is on the conveyance, conduct a complete radiation survey of the conveyance to locate and determine the type of radiation. If the reading is consistent with the Legitimate Radiation Sources in Appendix 4, and the level and distribution of the radioactivity correlates with the materials described in the manifest for the conveyance, document the incident (Radioactive Material Incident Report). End the Source Identification effort.

C. If the source is not consistent with the list of Legitimate Radiation Sources in Appendix 4, or the level and distribution of the radioactivity does not correlate with the materials described in the manifest for the conveyance, document (Radioactive Material Incident Report) and contact the Bomb Squad, who will notify the designated HAZMAT/CBRNE response entity for inspection.

¹Available electronically on Inside WSP under “Agency Forms.”
I. RADIATION SOURCE IDENTIFICATION

A. If the determined safe distance is 10 feet or less from the source, an approximate three-minute physical examination may be conducted and Isotope Identification Equipment may be used.

B. If the determined safe distance is beyond 10 feet from the source, use the Isotope Identification Equipment at this distance.

II. SPECIFIC SOURCE IDENTIFICATION

A. If the existence of the suspected source is not confirmed by the Isotope Identification or survey equipment, and a cause of the alarm is not found and no inherent danger is discovered, document the incident on the Radioactive Material Incident Report¹ (WSP form 3000-190-023) in Appendix 5 of procedure 10.11.000, Appendices. End the Source Identification effort.

B. If the source identified is not consistent with the list of Legitimate Radiation Sources in Appendix 4 of procedure 10.11.000, Appendices, no other isotopes are identified, and no apparent danger or threat is determined, document the incident (Radioactive Material Incident Report). End the Source Identification effort.

1. Occupant(s)/Traveler(s): If the source is an occupant(s) or pedestrian(s), isolate the traveler(s) and question them regarding recent medical treatments, professions, etc., to identify the possible cause of the alarm. If the individual’s answer correlates with the reading from the Isotope Identifier and the Legitimate Radiation Sources in Appendix 4, document the incident (Radioactive Material Incident Report). End the Source Identification effort.

¹Available electronically on Inside WSP under “Agency Forms.”
2. **Conveyance:** If the source is on the conveyance, conduct a complete radiation survey of the conveyance to locate and determine the type of radiation. If the Isotope Identification is consistent with the Legitimate Radiation Sources in *Appendix 4*, and the level and distribution of the radioactivity correlates with the materials described in the manifest for the conveyance, document the incident (Radioactive Material Incident Report). End the Source Identification effort.

C. If the source identified is not consistent with the list of Legitimate Radiation Sources in *Appendix 4*, or the level and distribution of the radioactivity does not correlate with the materials described in the manifest for the conveyance, document (Radioactive Material Incident Report) and contact the Washington State Department of Health (WADOH) Office of Radiation Protection for consultation and determination if a Tier I response is needed.

1. **Occupant(s)/Traveler(s):** If the Isotope Identifier reading is not consistent with the Legitimate Radiation Sources in *Appendix 4*, or the readings do not match the verbal account given by the individual in question, document the incident (Radioactive Material Incident Report).

2. **Conveyance:** If the Isotope Identification is not consistent with Legitimate Radiation Sources in *Appendix 4* or the source cannot be identified, document the incident (Radioactive Material Incident Report).

D. If the source is unidentified by the Isotope Identification Equipment, document the incident on the Radioactive Material Incident Report and follow the Tier 1 response guidelines.

E. If neutrons are detected, contact the WADOH Office of Radiation Protection for consultation and determination if a Tier I response is needed.
I. RADIATION SOURCE IDENTIFICATION

A. In the event that a radiation source cannot be explained or the official discovering a questionable radiation situation needs further guidance, Tier I technical assistance will be provided through the Washington Department of Health Office of Radiation Protection 24-hour Hotline 206-NUCLEAR (682-5327).

1. Tier I involves federal or state assets that have the ability to perform advanced isotope identification and hazard analysis with reach-back capability to the Domestic Nuclear Detection Office (DNDO) Joint Analysis Center (JAC).

2. If at any point during the response suspicious or criminal behavior is suspected or evident, or if no resolution of source identification is found, or if some level of suspicion exists and/or the equipment indicates a positive reading for suspected radiological material, Bomb Squad personnel will contact the FBI.

3. If the Tier I representative determines the radiation source legitimate, the information will be relayed back to the agency initiating the response.

4. If the Tier I representative determines the radiation source warrants further action or is an immediate threat, Tier I representatives will determine how to secure and isolate the radiation source.

5. The Tier I representative will request alarm adjudication from the DNDO JAC.

6. The Tier I representative will arrange to electronically send the isotope spectra to the DNDO JAC for analysis.
7. Once the Tier I representative is on-scene, they will work with the initiating organization to assess the situation and coordinate the necessary response.

8. The Tier I representative will fully document the incident and place the information in a central database so all radiological inquiries/incidents are recorded.
CHAPTER 10: RADIOLOGICAL RESPONSE PROTOCOL

SECTION 10: TELEPHONE/FAX CONTACT INFORMATION

Procedure #: 10.10.000, Telephone/Fax Contact Information

Effective Date: December 2009

See Also:

CALEA:

General Order:


Applies to: Bomb Technicians, Coordinators and Supervisors

I. GENERAL

A. Washington Department of Health
   Office of Radiation Protection
   206-NUCLEAR (682-5327)
   DOHEHRPEmergency@doh.wa.gov

B. U.S. Department of Homeland Security
   Domestic Nuclear Detection Office
   Joint Analysis Center (JAC)
   877-363-6522
   dndo.jac@dhs.gov

C. United States Coast Guard
   Sector Seattle
   Joint Harbor Operations Center (JHOC)
   206-217-6002
   sectorseattlecc@uscg.mil

D. FBI
   Seattle Office
   206-622-0460
   206-262-2587 (FAX)

E. Washington State Emergency Management Division
   253-912-4901
   253-512-7203 (FAX)
   dutyofficer@emd.wa.gov

F. Washington State Fusion Center (WSFC)
   1-877-843-9522
   WAFUSION@wsp.wa.gov
I. APPENDIX 1 – Radiological Health and Safety Exposure Guidelines - Radiological Exposure Guidance for Emergency Operations

A. The primary concern after an alarm is triggered is to protect the public from unnecessary radiation exposure so that the dose received does not exceed the annual limit of 100 millirem. A good rule of thumb for response personnel would be to set an exclusion zone so that the level measured by a radiation detection meter does not exceed two millirem per hour. Under normal operating conditions, emergency response personnel who are monitored for exposure to radiation shall not exceed 5000 millirem, or 5 rem per year.

B. Officers assigned a Personal Radiation Detector (PRD) must complete a Radiological Exposure Record\(^1\) (WSP form 3000-190-022) in Appendix 3 of procedure 10.11.000, Appendices.

<table>
<thead>
<tr>
<th>Number</th>
<th>Dose Rate Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>From background to 34 µR/h</td>
</tr>
<tr>
<td>1</td>
<td>≥34 to &lt;38</td>
</tr>
<tr>
<td>2</td>
<td>≥38 to &lt;43</td>
</tr>
<tr>
<td>3</td>
<td>≥43 to &lt;69</td>
</tr>
<tr>
<td>4</td>
<td>≥69 to &lt;140</td>
</tr>
<tr>
<td>5</td>
<td>≥140 to &lt;169</td>
</tr>
<tr>
<td>6</td>
<td>≥169 to &lt;550</td>
</tr>
<tr>
<td>7</td>
<td>≥550 to &lt;942</td>
</tr>
<tr>
<td>8</td>
<td>≥942 to &lt;1370</td>
</tr>
<tr>
<td>9</td>
<td>≥1370</td>
</tr>
</tbody>
</table>

1. Emergency Worker Dose Limits
   a. Radiation dose limit is 1.25 R (1250 millirem) per incident. If more than one incident per year, use occupational dose limit of 5 Rem/year.

\(^1\)Available electronically on Inside WSP under “Agency Forms.”
b. This limit may incrementally be increased to 5 R (5,000 millirem) with concurrence from the Department of Health and a maximum of 25 R (25,000 millirem) with authorization by the Governor based upon Department of Health recommendation.

<table>
<thead>
<tr>
<th>Dose limit</th>
<th>Emergency Activity Performed</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>5,000 mrem</td>
<td>All activities</td>
<td>All activities during emergency</td>
</tr>
<tr>
<td>10,000 mrem</td>
<td>Protecting major property</td>
<td>Where lower dose not practicable</td>
</tr>
<tr>
<td>25,000 mrem</td>
<td>Life-saving or protection of large populations</td>
<td>Where lower dose not practicable</td>
</tr>
<tr>
<td>More than</td>
<td>Life-saving or protection of large populations</td>
<td>Only on a volunteer basis to persons fully aware of the risks involved</td>
</tr>
<tr>
<td>25,000 mrem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Emergency Worker TURN-BACK VALUES**

   a. Do not remain in areas greater than 100 mr/hour (gamma or closed window) any longer than required for survey activities.

   b. Do not proceed into areas with dose rates greater than 1 R/hour (1000 millirem/hr) (gamma or closed window) unless directed to do so by the Incident Commander or your supervisor.

C. **Radiation Protection**

   1. Sources of radiation are natural background and manufactured.

   2. **Natural Background Sources**

      a. Natural Background Sources include **Cosmic Radiation**, **Terrestrial Radiation**, and **Internal Radiation**.

         (1) **Cosmic Radiation**: The earth, and all living things on it, is constantly bombarded by radiation from space, similar to a steady drizzle of rain. Charged particles from the sun and stars interact with the earth’s atmosphere and magnetic field to produce a shower of radiation, typically beta and gamma radiation. The dose from cosmic radiation varies in time and in different parts of the world due to differences in elevation and the effects of the earth’s magnetic field.

         (2) **Terrestrial Radiation**: Radioactive material is found throughout nature. It occurs naturally in the soil, water, and vegetation. The major isotopes of concern for terrestrial radiation are uranium and the decay products of uranium and thorium, such as radium, and radon. Low levels of
potassium-40, uranium, thorium, and their decay products are found everywhere. Some of these materials are ingested with food and water, while others, such as radon, are inhaled. The dose from terrestrial sources varies in different parts of the world. Locations with higher concentrations of uranium and thorium in their soil have higher dose levels.

(3) **Internal Radiation:** In addition to the cosmic and terrestrial sources, all people also have radioactive potassium-40, carbon-14, lead-210, and other isotopes inside their bodies from birth. The variation in dose from one person to another is not as great as the variation in dose from cosmic and terrestrial sources.

3. **Man-Made Radiation Sources**

   a. Two distinct groups are exposed to man-made radiation sources:

   (1) **Members of the public:** Man-made radiation sources that result in an exposure to members of the public:

      (a) Tobacco
      (b) Televisions
      (c) Medical X-rays
      (d) Smoke detectors
      (e) Lantern mantles
      (f) Nuclear medicine
      (g) Building materials

      1) By far, the most significant source of man-made radiation exposure to the public is from medical procedures, such as diagnostic X-rays, nuclear medicine, and radiation therapy. Some of the medical isotopes are Iodine-131, Technicium-99m, Cobalt-60, Iridium-192, Cesium-137.

      2) In addition, members of the public are exposed to radiation from consumer products, such as tobacco (polonium-210), building materials, combustible fuels, (gas, coals, etc.), ophthalmic glass, televisions, luminous watches and dials (tritium), airport X-ray systems, smoke detectors
(americium), road construction materials, electron tubes, fluorescent lamp starters, lantern mantles (thorium), etc.

3) The final sources of exposure to the public would be shipment of radioactive materials and residual fallout from nuclear weapons testing and accidents, such as Chernobyl.

(2) **Occupationally exposed individuals:** Occupationally exposed individuals work in the following environments:

(a) Industrial Radiography

(b) Radiology Departments (Medical)

(c) Radiation Oncology Departments

(d) Nuclear Medicine Departments

(e) National (government) and University Research Laboratories

1) Individuals are exposed according to their occupations and to the sources with which they work. The exposure of these individuals to radiation is carefully monitored with the use of tiny instruments called dosimeters. Some typical isotopes are Cobalt-60, Cesium-137, Americium-241.

4. **Ionizing Radiation Exposure to the Public**

a. The average radiation dose to a person in the United States is approximately 360 millirem/year; as shown in the figure below, natural sources of radiation account for about 82% of all public exposure, while man-made sources account for the remaining 18%.

b. The Federal Nuclear Regulatory Commission requires that its licensees limit maximum radiation exposure to individual members of the public to 100 millirem per year, and limit occupational radiation exposure to adults working with radioactive materials to 1250 millirem per calendar quarter. (NRC regulations and radiation
5. **Effects of Radiation**

a. Radiation causes ionization within the molecules of living cells. These ionizations result in the removal of electrons from the atoms, forming ions or electrically charged atoms. The ions may go on to react with other atoms in the cell, causing damage. An example of this would be if water molecules near a cell’s DNA absorb energy from radiation passing through the cell—the ions formed might react with the DNA, causing it to break.

b. At low doses, such as what we receive every day from background radiation, the cells are believed to repair the damage rapidly. At higher doses (up to 100 rem), the cells might not be able to repair the damage, and the cells may either be changed permanently or die. Most cells that die are of little consequence; the body can just replace them. Cells changed permanently may go on to produce abnormal cells when they divide. Under the right circumstances, these cells may lead to cancer. This mechanism is believed to be the origin of increased risk of cancer, because of radiation exposure.
c. At even higher doses, the cells cannot be replaced fast enough and tissues fail to function. An example of this would be “radiation sickness.” This is a condition that results after high acute doses to the whole body (>200 rem); the body’s immune system is damaged and might not be able to fight off infection or disease.

d. Several hours after such an exposure, nausea and vomiting occur, followed by diarrhea and general weakness. With higher whole body doses, the effects become progressively damaging and immediate. Above 450 rem, if no medical attention is given, about 50% of the people so exposed are expected to die within 30 days.

e. Although exposure to ionizing radiation carries a risk, completely avoiding exposure is impossible. Radiation has always been present in the environment and in our bodies. However, we can avoid undue exposure. There are a number of simple, sensitive instruments capable of detecting minute amounts of radiation from natural and man-made sources. Radiation is very easily detected.

6. Protection Methods

a. The three principle protection methods are as follows:

   (1) **Time:** Limiting or minimizing the exposure time will reduce the dose from a radiation source.

   (2) **Distance:** In the same way that the heat from a fire is less intense the further away you are, so the intensity of the radiation decreases the further you are from the source of radiation. The dose decreases dramatically as you increase your distance from the source.

   (3) **Shielding:** Barriers of lead, concrete, or water give good protection from penetrating radiation, such as gamma rays and neutrons. This is why certain radioactive materials are stored or handled under water or by remote control in rooms constructed of thick concrete or lined with lead. There are special plastic shields, which stop beta particles, and a few inches of air will stop alpha particles. Inserting the proper shield between you and the radiation source will greatly reduce or eliminate the extra radiation dose.
II. APPENDIX 2 – Response Flow Chart, No Vehicle

Pager Alarm-No Vehicle

- Initial Questioning: Legitimate Source for reading?
  - YES
  - NO

- Is person carrying a bag or package?
  - YES
  - NO

- Is there additional suspicion?
  - YES
  - NO

- Obtain consent to check bag or package with PRD or physical search. If RIID exam required contact appropriate technical support

  - Innocent Source
  - Non-Hazardous Source
  - Hazardous Source

  - Take safety precautions Isolate Source
  - Follow notification protocol

  - Conduct Law Enforcement Investigation and record pager alert

End Source Determination and Record pager alert
III. **APPENDIX 2A – Response Flow Chart, Passenger Vehicle**

![Response Flow Chart Diagram]

- **PAGER ALARM-PASSENGER VEHICLE**
  - **Initial Questioning:** Legitimate Source for reading?
    - **NO**
      - **Is person carrying a bag or package?**
        - **YES**
          - **Is there additional suspicion?**
            - **YES**
              - **Obtain consent to check vehicle, bag or package with PRD or physical search. If RIID exam required contact appropriate technical support**
              - **Hazardous Source**
                - **Take safety precautions Isolate Source**
                - **Follow notification protocol**
              - **Non-Hazardous Source**
                - **Contact DOH to determine safe disposition for source**
              - **Innocent Source**
            - **NO**
              - **End Source Determination and Record pager alert**
    - **NO**
      - **End Source Determination and Record pager alert**
  - **YES**
    - **End Source Determination and Record pager alert**
IV.  **APPENDIX 2B – Response Flow Chart, Non-Passenger Vehicle**

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**Pager Alarm for Non-Passenger Vehicle**
If pursuant to motor vehicle stop...
Ask to exit vehicle

- **YES**
  - Initial Questioning:
    - Legitimate Source for reading?
      - **NO**
      - Is person carrying a bag or package?
        - **YES**
        - **End Source Determination and Record pager alert**
        - **NO**
          - Is there additional suspicion?
            - **YES**
              - **Obtain consent to check vehicle, bag or package**
                - with PRD or physical search. If RIID exam required contact appropriate technical support
                - **Innocent Source**
                - **Non-Hazardous Source**
                - **Hazardous Source**
                  - Take safety precautions
                  - Isolate Source
                  - Follow notification protocol
            - **NO**

- **NO**
  - **End Source Determination and Record pager alert**

**This protocol does not incorporate any of the provisions of powers of State of Federal Law that apply to regulated commercial vehicles**

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**Conduct Law Enforcement Investigation and record pager alert**
APPENDIX 3 – Radiological Exposure Record

RADIOLOGICAL EXPOSURE RECORD

NAME ________________________________ BADGE # __________

ADDRESS ___________________________________________

CITY ________________________________ STATE ________

TELEPHONE ( ) __________ ( ) __________

(Home) (Work)

PRD Serial # ________________________________

PRD Manufacturer ____________________________ Make/Model ____________________________

PAGER READINGS*

Time Date Approximate Distance from Source

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

☐ µR or ☐ mR** at _______ _______ _______

• NOTE: To be taken at maximum one-half hour intervals.

•**NOTE: Check “µR” or “mR” as appropriate.

Page _____ of _____

3000-190-022 (7/08)
VI. APPENDIX 4 – Legitimate Radiation Sources and Major Isotopes of Concern - Common Natural and Commercial Sources of Gamma Radiation

A. Medical Isotopes: These might be in a person’s bloodstream or implanted as pellets. Someone who has received a nuclear medical treatment within the past couple of weeks might trigger your radiation alarm. Common Medical Isotopes are:


B. Items and Products That May Contain Sufficient Radioactive Materials to Produce a Reading on a Pager or Portal

1. Agricultural products (e.g., fruits and leafy vegetables; tobacco; bananas (large quantities), because bananas contain Potassium-40; etc.).

2. Antique items including ceramic-glaze products in orange, red, or yellow (e.g., antique cups and plates, decorative floor tiles, jewelry, pottery, and Vaseline glass [emerald green glass used in some antique cups, plates, etc.]).

3. Some camera lenses and any high-quality optical lens system.


5. Dental ceramics, irradiated gemstones, some lantern mantles (natural Thorium).

6. Abrasive and polishing powders, propane tanker trucks (from radon decay product deposits on tanker’s interior walls).

7. Smoke detectors (Am-241).

8. Thoriated aluminum (an alloy containing Th-232).

9. Thoriated tungsten arc-welding electrodes (thoriated welding rods).

10. Geological samples including certain ores (marble, feldspar, slate and granite, concrete, sandstone, monazite sand, fertilizers, etc.).
C. Legitimate Radiation Sources and Major Isotopes of Concern

1. **Common Naturally Occurring Radioactive Isotopes (Norm):**
   Potassium (K-40) Thorium (Th-232) Radium (Ra-226) Uranium (U-238)

2. **Radioactive Sources Commonly Used in Industry (may be of concern if misused):**
   Americium (Am-241) Cobalt (Co-57) Radium (Ra-226) Barium (Ba-133) Cobalt (Co-60) Thorium (Th-232) Cesium (Cs-137) Iridium (Ir-192)

3. **Isotopes Associated With Nuclear Weapons or Special Nuclear Material:**
   Plutonium (Pu-239) Enriched Uranium (U-235) Uranium (U-233) Neptunium (Np-237)

4. **Common Commercial Neutron Sources and Isotopes:**
   Example Neutron Sources: Soil Density Gauges & Well Logging Sources.
   Californium 252 (Cf-252) Americium/Beryllium (Am/Be)
   Polonium/Beryllium (Po/Be) Plutonium/Beryllium (Pu/Be)
   Radium/Beryllium (Ra/Be)
### VII. APPENDIX 5 – Radioactive Material Incident Report

#### RADIOACTIVE MATERIAL INCIDENT REPORT

<table>
<thead>
<tr>
<th>Name of Officer</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
</table>

1.) Incident Location

2.) Equipment Used (Check all that apply):
- [ ] Pager Device
- [ ] Identifier Survey Meter
- [ ] Portal Monitor
- [ ] Mobile Vehicle Unit

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Serial Number</th>
</tr>
</thead>
</table>

3.) Persons Involved and/or Exposed:

4.) Has the location of the source been identified?  [ ] Yes  [ ] No

5.) Radioactive Source:  [ ] Individual  [ ] Vehicle  [ ] Package  [ ] Unknown  [ ] Other - 

6.) If Source is a Vehicle —
   a.) Vehicle Type: ________________________________
      Make: __________________  Model: ____________
      Color: ______  License #: ______
   b.) Have the occupants been isolated from the vehicle?  [ ] Yes  [ ] No

7.) Is the integrity of the container breached?  [ ] Yes  [ ] No
If breached, in what form is the emission?  (Check all that apply):  [ ] Solid  [ ] Liquid  [ ] Gas  [ ] Unknown

8.) Has the radiation source been isolated in secondary inspection?  [ ] Yes  [ ] No

9.) Radiation Level - Gamma alarm reading at contact: __________ Units (Check one): [ ] µR/hr  [ ] mR/hr  [ ] R/hr

10.) Has an isotope identification been performed?  [ ] Yes  [ ] No

| Isotope(s) Identified: __________________________ | Distance from Source: ______ |

11.) Is the isotope identification consistent with a medical or industrial source listed in the innocent radiation checklist?  [ ] Yes  [ ] No

12.) Is the vehicle/person authorized to transport radioactive material?  [ ] Yes  [ ] No

13.) Does the radiation source detected match the declaration / placarding / shipping manifest?  [ ] Yes  [ ] No
If "No," what is the discrepancy? __________________________

14.) Did you request technical assistance?  [ ] Yes  [ ] No  If "Yes," from whom? __________________________

15.) Total personal exposure (dose): __________ Units (Check one): [ ] µR/hr  [ ] mR/hr  [ ] R/hr

### THE REMAINDER OF THIS FORM IS FOR THE USE OF THE BOMB SQUAD OR DESIGNEE

1.) Made the following notifications (Check all that apply):
- [ ] WA DOH 206-NUCLEAR (682-5327)  Contact Name: __________________________
- [ ] USCG JHOC (206) 217-6200  Contact Name: __________________________
- [ ] Other __________________  Contact Name: __________________________

2.) Technical Representative’s Recommendations:

3.) Additional Remarks:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Faxed to:  [ ] WA DOH (360) 236-2255  [ ] USCG JHOC (206) 217-6348

3000-190-023 (7/08)
VIII. APPENDIX 6 – Radiation Accident Action Plan

A. Accidents Involving Manifested or Placarded Sources

1. Refer to the Department of Transportation's *Emergency Response Guidebook*.

2. Contact the Washington State Department of Health Hotline at 206-682-5327 (206-NUCLEAR).

3. Remember that a legal shipment of a RAD III package could possibly read up to 10 millirem (mR)/hour at 1 meter away.

B. Accidents Involving Non-Manifested Sources

1. Contact the Washington State Department of Health at the number above.

2. Follow the guidelines below:
   a. Establish security and safety perimeters by isolating the radioactive source and setting up a restricted area surrounding the source based on the pager reading of 8 or less or 2 mR/hr or less. A security perimeter can be established at some distance beyond the restricted area.
   b. Deny entry to all but qualified and essential personnel.
   c. Check for the presence of radiation and injury to involved individuals.
   d. **LIFE-SAVING ACTIONS SHOULD NOT BE DELAYED DUE TO THE PRESENCE OF RADIOLOGICAL CONTAMINATION.**
   e. Notify EMS responders and alert the nearest hospital capable of handling casualties from a radiation incident.
   f. Keep uninjured and potentially contaminated individuals in a separate area until they can be monitored for radiological contamination.
   g. Pregnant women, or women who suspect that they may be pregnant, may not be used in the securing, isolation, or examination of radioactive sources. This is especially important during the first trimester of the pregnancy.
C. Chain of Custody - The Incident Commander will ensure that:

1. Pertinent documents, identification, manifest, and other appropriate information is collected.

2. A proper chain of custody of evidence is maintained.

3. The identity of personnel exposed to radiation is recorded.

4. Provide this information to health officers.

D. Disposal of Radioactive Material

1. State and federal authorities will determine who is responsible for the decontamination, clean-up, and the proper disposal of the radioactive materials.

2. The Washington State Department of Health will supervise the removal.
IX. APPENDIX 7 – Calibration, Training, Return, Repair, and Replacement

Instrument Calibration

A. Portable instruments used for detection and measurement radioactive materials should be calibrated annually. Annual calibration is necessary to determine if an instrument is capable of accurately detecting radiation within a given range against a known radioactive source. It is important to remember to check the calibration date of every instrument prior to use.

B. All calibrations will be performed by an accredited calibration facility

C. Training Cycle

1. The effectiveness with which individuals respond in emergency or accident situations is dependent upon their past experience and training. A training program will be established by the state to prepare the responsible agencies for radiological emergency response operations. Provisions for periodic retraining (at least once annually) will be central to the training program. Training schedules will be publicized in order to develop and maintain responder confidence in the efficiency and completeness of the Protocol.

2. This training program will be required of those responders who could become exposed to any radiation hazard and, in the course of their duties, could be required to make decisions related to radiological health.

D. Return, Repair, and Replacement

1. Malfunctioning portable instruments used for detection and measurement radioactive materials should be returned to the Bomb Squad, and they should be advised of the specific nature of the malfunction. A date should be arranged when the equipment may be returned for repair or exchange.
X. APPENDIX 8 – Glossary

- **Agreement State** – A state that has signed an agreement with the Nuclear Regulatory Commission under which the state regulates the use of by-product, source, and small quantities of special nuclear material within that state.

- **Alpha particle** – A positively charged particle ejected spontaneously from the nuclei of some radioactive elements. It has low penetrating power and a short range (a few centimeters in air). The most energetic alpha particle will generally fail to penetrate the dead layers of cells covering the skin and can be easily stopped by sheet of paper. Alpha particles represent much more of a health risk when emitted by radionuclides deposited inside the body.

- **Background radiation** – Radiation from cosmic sources; naturally occurring radioactive materials, including radon (except as a decay product of source or special nuclear material) and global fallout. The typical average individual exposure from background radiation is 360 millirem per year.

- **Becquerel (Bq)** – The unit of radioactive decay equal to 1 disintegration per second. The Becquerel is the basic unit of radioactivity used in the international system of radiation units, referred to as the “SI” units. 37 billion (3.7x10^10) Becquerels = 1 Curie (Ci).

- **Beta particle** – A charged particle emitted from a nucleus during radioactive decay. Exposure to large amounts of beta radiation from external sources may cause skin burns (erythema). Beta emitters can also be harmful if they enter the body. Beta particles may be stopped by thin sheets of metal or plastic.

- **Byproduct** – Byproduct material is (1) any radioactive material (except special nuclear material) yielded in, or made radioactive by, exposure to the radiation incident to the process of producing or using special nuclear material (as in a reactor); and (2) the tailings or wastes produced by the extraction or concentration of uranium or thorium from ore. Byproduct material does not include accelerator produced material (e.g., Cobalt-57).

- **Contamination** – Undesired radioactive material that is located on the surface of or inside structures, areas, objects, or people.

- **Curie (Ci)** – The Curie is a unit radioactivity used in the system of traditional units. The curie is equal to that quantity of radioactive materials in which the number of atoms decaying per second is equal to 37 billion (3.7x10^10).

- **Decay products (also called “Daughter products”)** – Nuclides formed by the radioactive decay of parent radionuclides. For example, for Radium-226, nine successive different radioactive decay products are formed in what is called a “decay chain.” The chain ends with the formation of Lead-206, which is a stable nuclide.
• **Decontamination** – The reduction or removal of contaminating radioactive material from structure, area, object, or person.

• **Depleted uranium** – Uranium having a percentage of uranium-235 smaller than the 0.7 percent found in natural uranium. It is commonly used as shielding in packages used to transport radioactive material.

• **Dose** – A general term used to refer to the effect on a material which is exposed to radiation. It is used to refer either to the amount of energy absorbed by a material exposed to radiation (see Dose, absorbed below) or to the potential biological effect in tissue exposed to radiation (see Dose, equivalent below).

• **Dose, absorbed** – The amount of energy deposited in any substance by ionizing radiation per unit mass of the substance. It is expressed numerically in Rads (traditional units) or Grays (SI units).

• **Dose, equivalent** – The product of absorbed dose in tissue multiplied by a quality factor, and then sometimes multiplied by other necessary modifying factors, to account for the potential for a biological effect resulting from the absorbed dose (see Quality Factor below). It is expressed numerically in Rem (traditional units) or Sieverts (SI units).

• **Dosimeter** – A small portable instrument (such as a film badge, thermoluminescent, or pocket dosimeter) for measuring and recording an individual’s total accumulated dose.

• **Dose rate** – The radiation dose delivered per unit time.

• **Element** – One of the known chemical substances that cannot be broken down further without changing its chemical properties (e.g., hydrogen, nitrogen, gold, lead, and uranium).

• **Gamma radiation** – High-energy, short wavelength, electromagnetic radiation emitted from the nucleus of an atom. Gamma rays are very penetrating and are best stopped or shielded by dense materials, such as lead or uranium. Gamma rays are similar to x-rays.

• **Gray (Gy)** – The international system (SI) unit of radiation dose expressed in terms of absorbed energy per unit mass of tissue. The Gray is the unit of absorbed dose and has replaced the Rad. 1 Gray = 1 Joule/kg = 100 Rad.

• **Half-life** – The time in which one-half of the atoms of a particular radioactive substance disintegrates into another nuclear form. Measured half-lives vary from millionths of a second to billions of years. Also called physical or radiological half-life.
• **Half-life, biological** – The time required for the body to eliminate, by biological processes, one-half of the material originally taken in. The biological half-life can be longer or shorter than the radiological half-life.

• **Half-life, effective** – The time required for a radionuclide contained in a biological system, such as a human or an animal, to reduce its activity by one-half as a combined result of radioactive decay and biological elimination.

• **HAZMAT** – HAZMAT is an acronym for hazardous material. HAZMAT can be radiological, chemical, or biological.

• **Health physics** – The science concerned with the recognition, evaluation, and control of health hazards to permit the safe use and application of ionizing radiation.

• **Isotope** – One of two or more atoms with the same number of protons, but different numbers of neutrons in their nuclei. Thus, carbon-12, carbon-13, and carbon-14 are isotopes of the element carbon. Isotopes have very nearly the same chemical properties, but often have different physical properties.

• **Isotope Identifier** – Equipment that is used to identify the specific radionuclide(s) present in a person or shipment undergoing radiation source identification. The isotope identifier should also be capable of transferring the radionuclide information to offsite technical experts.

• **Kilo** – A prefix that multiplies a basic unit by 1,000 or 10^3.

• **Mega** – A prefix that multiplies a basic unit by 1,000,000 or 10^6.

• **Micro** – A prefix that divides a basic unit into one million parts (10^-6).

• **Milli** – A prefix that divides a basic unit by 1,000.

• **Nano** – A prefix that divides a basic unit by one billion (10^-9).

• **Natural uranium** – Uranium as found in nature. It contains about 0.7 percent uranium-235, 99.3 percent uranium-238, and a trace of uranium-234.

• **Neutron** – An unchanged elementary particle with a mass slightly greater than that of the proton, and found in the nucleus of every atom heavier than hydrogen.

• **Nuclide** – A general term that refers to any known isotope, either stable or unstable, of any element. Whereas a single element can have isotopes, when referring to the isotopes of more than one element, the proper term is nuclide. A radionuclide is an unstable nuclide.

• **Pico** – A prefix that divides a basic unit by one trillion (10^-12).
- **Plutonium (Pu)** – A heavy, radioactive, man-made metallic element with atomic number 94. Its most important isotope is fissile plutonium-239. It exists in only trace amounts in nature.

- **Personal radiation detector** – A small detection instrument worn by an individual that directly measures the ionizing radiation exposure.

- **Quality factor** – The multiplication factor to convert from absorbed dose (Rad or Gray) to effective dose (Rem or Sievert). The quality factors for different types of radiation are found in 10 CFR Part 20.1004.

- **Rad** – The unit for absorbed dose. The Rad has been replaced by the Gray in the SI system of units (100 Rad = 1 Gray).

- **Radiation source** – Usually a sealed source of radiation used in medical or industrial applications.

- **Radiation standards** – Dose and dose rate limits, permissible concentrations, rules for handling, regulations for transportation, regulations for industrial control of radiation, and control of radioactive material established by legislative or regulatory means for the safe use and application of ionizing radiation.

- **Radiological Dispersal Device (RDD)** – An RDD uses ordinary chemical explosives and radioactive material to disperse the radioactive material and cause contamination and radiation exposure. An RDD is not a nuclear weapon.

- **Radium (Ra)** – A radioactive metallic element with atomic number 88. As found in nature, the most common isotope has a mass number of 226. It occurs in minute quantities associated with uranium in pitchblende, camotite, and other minerals.

- **Radon (Rn)** – A radioactive element that is one of the heaviest gases known. Its atomic number is 86. It is a daughter of radium and thorium.

- **Rem (Roentgen Equivalent Man)** – A unit in the traditional system that measures the effects of ionizing radiation on humans.

- **Safety zone** – A safety zone is a perimeter established around a radiation source (actual or suspect) to minimize dose to workers and members of the public (during secondary procedures).

- **Shielding** – Any material or obstruction that absorbs radiation and thus tends to protect personnel or materials from the effects of ionizing radiation.

- **Sievert (Sv)** – The international system (SI) unit for dose equivalent. The Sievert has replaced the Rem. One Sv = 100 Rem.
• **Source material** – Typically uranium or thorium ores. Source material does not include special nuclear material.

• **Special nuclear material (SNM)** – Includes plutonium, uranium-233, or uranium enriched in the isotopes uranium-233 or uranium-235.

• **Survey meter** – Any portable radiation detection instrument for inspecting an area or individual to establish the amount of radioactive material present.

• **Uranium** – A radioactive element with the atomic number 92. The two principal natural isotopes are uranium-235 (0.7 percent of natural uranium) and uranium-238 (99.3 percent of natural uranium)

• **Weapons of Mass Destruction (WMD)** – A nuclear, chemical, or biological weapon capable of causing significant death, destruction, and terror.

• **Whole-body counter** – A device used to identify and measure radioactivity within the body of human beings.
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

PAWNSHOPS
PAWNSHOPS

1. PURPOSE
   The purpose of this policy is to set guidelines for Sheriff’s Office employees dealing with property that is evidence or suspected of being stolen and is in the possession of pawnshops or secondhand property dealers.

2. PLACING PROPERTY IN “HOLD” STATUS
   A deputy sheriff having reasonable suspicion that property is stolen may place such property in “hold” status pursuant to RCW 19.60.045.

   2.1 VERBAL HOLD
   A deputy sheriff may place a verbal hold on property that is in the possession of a pawnbroker or secondhand property dealer. A deputy sheriff placing a verbal hold on property shall follow up by placing a written hold on the property within ten business days of the verbal hold.

   2.2 WRITTEN HOLD
   Pawnshops or secondhand property dealers shall be notified in writing that property is being placed in hold status. Employees shall forward such written notice to the pawnshop or secondhand dealer on a Sheriff’s Office form designed for that purpose.

3. RELEASE FROM “HOLD” STATUS
   A Snohomish County Sheriff's Office hold on reported stolen property may be released by the originating deputy or a Sheriff’s office supervisor. The release shall be in writing and shall indicate the exact name of the reputed legal owner. The release shall be done in conformance with Item 4 below.

4. REMOVAL OF PROPERTY FROM A SECOND-HAND DEALER
   Deputies conducting criminal investigations who discover suspected stolen property in pawnshops or on the premises of a secondhand dealer are encouraged to use the hold process described above. In cases where such property must be taken into custody by the Sheriff’s Office, and the pawnshop or secondhand dealer declines to turn over such property voluntarily, a search warrant will be obtained.

5. PROPERTY SUBJECT TO RELEASE WITHOUT REIMBURSEMENT TO PAWNSHOP OR SECONDHAND DEALER
   1. If there is a criminal conviction for theft or criminal conviction for any wrongful taking or retention of the item pawned or purchased, either by plea of guilty or as a result of trial with judgment and sentence, the
pawned or purchased item will be returned to the legal owner without reimbursement to the pawnshop or secondhand dealer. The law enforcement officer shall issue a written release to the shop owner releasing the item to the legal owner. If the court or Prosecutor’s Office has released the items back to the owner, it is not necessary for the law enforcement officer to issue a written release. If the legal owner has been reimbursed from insurance, the insurance company shall be entitled to receive release of the item without charge.

2. If there is a crime reported to a law enforcement agency (incident number obtained), and the property pawned or purchased can be readily and uniquely identified, the property will be returned to the victim without reimbursement to the pawnshop or secondhand dealer. In the event charges will not be filed, said property will be returned to the victim when the case is closed by law enforcement. “Uniquely identified” includes, but it not limited to, property that may be identified by the presence of the owner’s serial number, unique color coding, inscription or montage (such as on items of jewelry). The incident report, criminal information, indictment, or affidavit of probable cause should be made available for review by the pawnshop or secondhand dealer to the extent that a victim is entitled to receive access to police reports.

3. In the process of criminally prosecuting a party charged with the theft of an item pawned or purchased, the pawnshop or secondhand dealer will be identified as an additional victim and shall be considered for restitution as a condition of the judgment and sentence.
AED (210_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

AUTOMATIC EXTERNAL DEFIBRILLATOR
AUTOMATIC EXTERNAL DEFIBRILLATOR

1. DEFINITION

The Automatic External Defibrillator (AED) is a computerized defibrillator, which analyzes a person’s heart rhythm, recognizes a shockable rhythm and advises the operator whether the rhythm should be shocked.

2. PURPOSE

To establish a protocol for the use of the AED and to assist the citizens of the County of Snohomish by providing rapid life saving emergency medical treatment to persons who have suffered sudden cardiac arrest (SCA), through the use of Cardiopulmonary Resuscitation (CPR) and Defibrillation.

3. TRAINING REQUIREMENTS

Any Sheriff’s Office employee or volunteer, to include Search and Rescue Personnel, that is expected to provide emergency care to a patient of SCA will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) standards or another nationally recognized training organization.

4. PROCEDURE

1. Assess scene safety.

Is the scene free of hazards?

Rescuer makes sure there are no hazards to them. Some examples are:

- Electrical Dangers (downed power lines, electrical cords, etc.)
- Chemical (hazardous gases, liquids or solids, smoke)
- Harmful People (anyone that could potentially harm you)
- Traffic (make sure you are not in the path of traffic)
- Fire, flammable gases such medical oxygen, cooking gas, etc.

2. Determine if patient is:

Unconscious  Not Breathing  Has No Pulse
Apply the AED pads if patient is:
- Unconscious
- Non-breathing, pulseless victim
- 8 years old or older.

Apply the AED pads with caution if:
- Patient has a Nitroglycerin patch on chest (remove nitroglycerin patch carefully and clean area where patch was located, then apply AED pads)
- Patient has an Implantable Pacemaker (pacemaker may interfere with rhythm analysis, do not place pads directly over pacemaker. Place pads at least one inch to the side of any implanted device.)

**Turn AED On:**

Push the green on/off button #1. In emergency press off button to quit self test.

3. **Follow Voice and Screen Prompts:**

   a. **Place Pads:**

      “Place pads on patient’s chest as shown on pads”

      ![Pad Placement Diagram]

      Insert the defibrillation pads connector in the connector socket located by the flashing light.

   b. **Analyzing Rhythm:**

      When the AED is turned on and detects that the defibrillation pads are connected properly, it automatically begins analyzing rhythm to determine if a defibrillation shock is required.

      AED says: “Do not touch patient.

   c. **Shock or No Shock Advisement**

      If no shock is advised the voice and screen prompts will advise you and the unit will then pause to allow CPR to continue.

   d. **Shock Advisement Given - Deliver Shock**
The AED requires five seconds of interference free ECG data to determine if a shock is needed. If a shock is needed the voice and screen prompts will advise you that a shock is advised and to stand clear of the patient. The AED then charges.

*AED* advises you by voice and screen prompt to deliver a shock. the shock button #3 also flashes.

The Responder shall state “clear” and make a visual head-to-toe check of the patient making sure that he/she and any other responders are “clear” of contact with the patient. Once this is accomplished, the responder shall press the orange flashing shock button #3 to deliver a shock. The AED will advise you that a shock was delivered. The AED then will resume analyzing the ECG data to determine if the shock was effective.

The AED voice and screen prompts will guide you through additional shock sequences, if necessary. If no further shocks are necessary the AED will automatically pause to allow time to administer CPR. During the pause for CPR, the screen displays a bar that fills as the pause time elapses. The bar indicated the time remaining in the pause for CPR.

At the end of the pause for CPR the AED advises you to stop moving the patient so it can perform analysis on the ECG data without interference. Stop CPR. The voice and screen prompts will guide you through additional shock sequences as necessary.

*Remember that the AED will not advise to defibrillate all pulseless patients. Some cardiac rhythms do not respond to defibrillation.*

1. **Patient Regains a Pulse or Regains Consciousness**

   If a pulse is found on the patient and the patient is not breathing, continue rescue breathing, leave electrodes in place and follow voice prompts:
If the patient regains consciousness, make patient as comfortable as possible until medical personnel arrive on scene.

5. CAUTIONED USE

1. Shocking on wet surfaces may cause burns or shocks to the victim and/or rescuer. If the victim is lying in water (e.g., the area around a swimming pool) the victim should be removed from contact with water. The victim’s chest should be dried before attaching the AED pads.
2. Since metal conducts electricity the rescuer should avoid shocking a victim who is lying on metal surfaces.
3. The AED shall not be used on victims under eight years of age.
4. If the victim is wearing a transdermal medication patch, remove the patch and wipe the area clean before attaching the AED pads.
5. The AED pads shall not be placed directly on a known implanted device, such as an internal pacemaker or internal defibrillator. The AED pads should be placed at least one inch to the side of any implanted device.

6. CARE AND BASIC MAINTENANCE

1. All personnel issued AED units are responsible for the maintenance and care of the unit. AED units shall only be issued to trained and certified personnel. The manufacture’s instructions for the care and maintenance of the AED unit will be followed and the AED shall be kept in working order at all times.

2. The AED shall be checked as required below. If the unit is found to be inoperable, malfunctioning, or is in need of repair for any reason, it shall be taken out of service immediately. Refer to the AED manual for possible troubleshooting. If the error message or AED still does not operate properly it is to be taken out of service. The employee who has been issued the AED shall make timely arrangements to return the AED to the Precinct Administrative Sergeant so that the AED can be sent out for repairs or replacement as necessary. The AED does its own self test. A flashing or solid red X on the status indicator screen means the battery is low, the battery is depleted, or a self test failure occurred. Change the battery. If you still get a flashing or solid red X then there is something wrong with the AED unit and it should be taken out of service. The AED should be checked daily to see that there is an alternating dark square and hour glass in the status indicator.

   Daily and After Each Use
Check the status indicator to ensure that there is an alternating dark square and hourglass. This means the AED is working properly. If the indicator is not blinking, or has a red X refer to the trouble-shooting guide in your user’s manual.

_Monthly_

Check the expiration date on the battery and defibrillation pads, replace as necessary.

_Cleaning_

The AED should only be cleaned with the battery in place to keep fluids out of the PC data card slot and battery contact area. Use a soft cloth. Do not use abrasive materials, cleaners, or strong solvents, use only the cleaning agents listed below. Do not immerse the AED in fluids.

Approved Cleaning Agents include:

- Isopropyl alcohol (70% solution)
- Soapy water
- Chlorine Bleach (30 ml/1 water)
- Ammonia based cleaners
- Hydrogen peroxide

7. OVERSIGHT AND REPORTING

1. The EMS director for Snohomish County or his/her designee, who is a licensed physician, will act as the medical oversight for the Sheriff’s Office AED program, as required by law.

2. The EMS director shall be kept informed of where each AED is located for all Sheriff’s Office and Search and Rescue AED units, as required by law.

3. Any Sheriff’s Office employee or volunteer who uses an AED on a patient shall fill out a Sheriff’s Office Automatic External Defibrillator Report Form.

4. If the AED is used, the AED data memory card shall be removed and forwarded to the Precinct Administrative Sergeant, who will forward the data memory card to Brian Murril of Everett Medic One at 2801 Oakes St. in Everett, to have the data on it collected. If no AED data memory card was in the AED when used, the AED Unit shall be sent to the Precinct Administrative Sergeant, who will forward it to Brian Murril to retrieve the data from the AED Unit. The Precinct Administrative Sergeant will pickup the AED Unit or a blank AED memory card from Brian Murril when completed.
5. The original AED Report Form shall be sent to records as with any other report. A copy of the AED Report Form shall be sent to the EMS director of Snohomish County or his/her designee for review at the below address.

**Snohomish County Medical Director**  
2801 Oakes St.  
Everett, WA. 98201

The following form shall be completed on all uses of the AED. It can be found in S:\Templates and Forms\Reports\AED Report.docx

<table>
<thead>
<tr>
<th>AUTOMATIC EXTERNAL DEFIBRILLATOR USE REPORT</th>
<th>CONFIDENTIAL REPORT – NOT SUBJECT TO DISCLOSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SNOHOMISH COUNTY SHERIFF’S OFFICE</td>
<td>REPORTING AREA</td>
</tr>
<tr>
<td>ADDRESS /LOCATION OF INCIDENT</td>
<td>PREMISE TYPE / NAME</td>
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<tr>
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<td>CODE</td>
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<td>OFFENSE CODES</td>
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## PATIENT INFORMATION

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<th>No.</th>
<th>Non-Disc.</th>
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<th>Age</th>
<th>Hgt</th>
<th>Wgt</th>
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<th>Apt #</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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## WITNESS / CONTACT

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</table>

### Witnessed Cardiac Arrest

- Yes □
- No □

### Breathing upon arrival of designated responders

- Yes □
- No □

### Pulse upon arrival of designated responders

- Yes □
- No □

### Bystander CPR

- Yes □
- No □

### Number of Defibrillations:

- Yes □
- No □

### Efforts terminated in the Field

- Yes □
- No □

### Patient Released to:

- □ Medic Unit
- □ Ambulance / Aid Unit
- □ M.E.
- □ Other

### Narrative / Comments

- □

### Reporting Officer

<table>
<thead>
<tr>
<th>Pers. No.</th>
<th>Approved By:</th>
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The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

HONOR GUARD
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HONOR GUARD

1. MISSION STATEMENT

The Mission of the Snohomish County Sheriff’s Office Honor Guard Unit is to provide the Sheriff’s Office with a specialty trained team that is the formal representative of the Sheriff at ceremonial occasions. Team members shall render honors, instill pride, preserve tradition, and stimulate Esprit-de-Corps while conducting themselves in a manner that reflects pride, honor, courage and duty.

2. PURPOSE

The Honor Guard’s purpose is to represent the Snohomish County Sheriff’s Office, Snohomish County and its citizens at ceremonial and public events, public service funerals and memorials with the highest honor, respect, and integrity.

3. UNIT ORGANIZATION

The Honor Guard Unit is a sub-unit of the Support Service Bureau, Special Operations Division. The Commander of Special Operations will be responsible for the Honor Guard.

3.1. HONOR GUARD COMMANDER

The Honor Guard Unit shall be commanded by a Lieutenant. The Special Operations Division Commander is responsible for selecting the Unit Commander. The Special Operations Commander will ensure that the Honor Guard Commander personifies all that is expected and required to hold such a position of trust and honor.

The Honor Guard Commander reports directly to the Special Operations Commander.

3.2. HONOR GUARD STAFFING

The Honor Guard Unit consists of twelve additional sworn personnel comprised of Sergeants and Deputy Sheriffs.
3.3. COLOR SERGEANT
One Sergeant will be assigned by the Special Operations Division Commander as the Color Sergeant. The Color Sergeant will be responsible for the Color guard as well as safeguarding, care and display of the National Color and the State and Office flags. This Sergeant will be the Assistant Unit Commander.

3.4. COLOR GUARD
A Color Guard will be designated within the Honor Guard by the Color Sergeant with the concurrence of the Honor Guard commander. The Color Guard will be comprised of those Honor Guard members displaying the highest standards of conduct, integrity, discipline pride and professionalism commensurate with the honor of carrying and presenting the symbol of our Nation as well as that of the men and women they represent.

The Color Guard may deploy on details independent of the Honor Guard for those details where Colors presentations and or the entire unit would not be appropriate or necessary.

3.5. HONOR GUARD QUARTERMASTER
One sergeant, or if necessary because of Unit make-up, a Deputy, will be designated as the Honor Guard Quartermaster. The Quartermaster will be responsible for the procurement of uniforms and equipment as required for the members and unit. The Quartermaster will also keep, and deploy with, an appropriate amount of spare uniform items and mending supplies to meet probable on-scene minor emergency repairs and replacements.

3.6. DRILL MASTER
One member of the Unit will be designated as the Drill Master. The Drill Master will be responsible to ensure that during training appropriate drills and formations are adequately practiced and perfected. This Drill Master shall be selected by the Unit Commander and Color Sergeant based on his/her demonstrated related abilities and expertise. While the Drill Master is expected to conduct the drill training, the Unit Commander holds the responsibility for the performance and competency of the Unit.

4. UNIT MEMBER SELECTION PROCESS AND PREREQUISITES

1. When a position on the Honor Guard Unit becomes available, the Honor Guard Unit Commander will recruit qualified applicants from commissioned members of the Sheriff’s Office.
2. Perspective members must have successfully completed Civil Service probation for their rank upon appointment to the Unit.

3. Perspective members must be disciplined, motivated, display exceptionally high standards of conduct, ethics and professionalism and be known for integrity, attention to detail and pride.

4. Perspective member’s weight must be proportionate to height and, when in uniform, must present an above average standard of appearance and bearing as well as exhibiting an exceptional standard of grooming and appearance commensurate with the uniformed ceremonial duties appropriate to the role of the Unit.

5. Perspective members must demonstrate the physical ability and stamina to effectively and precisely engage in military style formal drill and precision movements while carrying presentation flags and ceremonial weapons.

6. Perspective members must demonstrate an aptitude for ceremonial duty to include funerals.

7. Perspective members must successfully pass an oral board selection process comprised of Honor Guard Unit members of the Sheriff's Office and / or other agencies.

8. The perspective member’s supervisor and co-workers will be interviewed by the Honor Guard Unit supervisors relative to the standards and requirements for inclusion.

9. The Honor Guard Commander will review the results of the selection process and recommend prospective members to the Commander of the Special Operations Division in order of preference.

10. The Special Operations Division Commander will review the Unit Commander’s recommendation as well as the personnel and disciplinary files of the perspective member(s).

11. The Special Operations Division Commander will appoint new members from those recommended personnel to the Unit who exemplify the mission and purpose, as required by the current appropriate labor contract language.

12. All perspective members will be notified by the Commander of the Special Operations Division on their status reference their inclusion into the Unit.

13. When accepted into the Honor Guard, members must maintain the above prerequisites and minimum standards.

5. TERMS OF APPOINTMENT
Continued membership on the Honor Guard Unit will be at the discretion of the Commander of Special Operations. Failure to maintain the following minimum requirements shall be just cause for removal:

1. Unexcused absence(s) from Honor Guard Unit training.
2. Unexcused absence(s) from Honor Guard Unit details.
3. Failure to maintain equipment and/or uniform in serviceable condition, ready for immediate use.
4. Failure to maintain the standards of conduct, integrity and/or professionalism expected of a member of an Honor Guard, and/or the published standards for this Unit.
5. Failure to maintain standards of physical condition and/or appearance expected for this Unit.
6. Failure to meet performance standards required for this Unit
7. A duty assignment that adversely impairs a member from maintaining adequate participation and/or the minimum requirements and prerequisites.

6. TRAINING

The Honor Guard Unit performs special details where specific and precise ceremonial protocols prevail and where the prestige of the Office is promoted through the Unit's ability to represent the Office in coordinated, exact and disciplined military drills and ceremony while immaculately uniformed in unique Honor Guard uniforms. Precision in movements and executions of drills and maneuver are of paramount significance. Unit members will be highly scrutinized and expected performance will be at the utmost level.

Training to meet the expectations of coordination and attention to detail must be conducted on a regular basis. Mediocrity is neither acceptable nor compatible with the mission, purpose nor legacy of the Unit. Honor Guard Unit members are expected to attend and diligently participate in training. Repeated unexcused absences and/or substandard performance shall be cause for suspension and/or dismissal from the Unit.

7. DETAILS

All requests for the Honor Guard Unit and/or Color Guard must be routed from the Honor Guard Unit Commander to the Commander of Special Operations for authorization to participate using the following process:
1. Written or verbal request is made to the Honor Guard Unit Commander who will assess the request for manpower and equipment needs.

2. The Honor Guard Unit Commander will provide the to the Commander of Special Operations an outline of the detail and the what will be required in terms of personnel and equipment, as well as any special considerations such as extended travel, etc.

3. The Commander of Special Operations will review the information and may modify some aspects of the deployment before approving or denying the detail.

4. The Honor Guard Unit Commander will notify Honor Guard members by the most expedient method appropriate.

8. RECORDS

Unit records will be maintained by the Honor Guard Unit Commander. All training sessions will be documented by use of a Training Bulletin. All Unit details attended by the Honor Guard will be documented by use of an Activity Log.

1. Training Bulletin
   The Bulletin is comprised of information passed on during training sessions and will be sent to all members, including the Commander of Special Operations.

2. Activity Log
   The Activity Log is prepared by the Honor Guard Unit Commander after a detail is completed. A copy of this Activity Log is sent to the Commander of Special Operations to review.

9. HONOR GUARD UNIT ISSUED EQUIPMENT

1. One Campaign style hat (Stratton F-40, felt) with rain cover.
2. One hat trap carrier.
3. One large uniform badge (black writing: Honor Guard).
4. One hat badge (black writing - Honor Guard).
5. Uniform dress tunic jacket with Office patches.
6. Yellow military style braid.
7. One pair of uniform pants with 1 3/4 stripe (black with yellow on each side).
8. One polished brass nameplate.
9. Two pairs of white Honor Guard gloves, one of which-white palm dot.
10. One pair of patent leather dress shoes.
11. One black raincoat with "Honor Guard" rockers on each shoulder.
12. One uniform carryall bag.
13. One patent leather Sam Browne belt with should strap.
14. One patent leather holster for duty weapon.
15. One pair of double snap sliding D-Ring keepers.
16. SCS collar brass and/or sergeant chevrons, or lieutenant rank bars
1. PURPOSE

1. Petty cash funds may be established for the purpose of making purchases of less
than 50.00 deemed necessary by the Precinct/Division Commander, or for making
change. Expenditures will be deducted from the amount allowed per location for
miscellaneous items.

2. MANAGEMENT

1. The funds will be in the following amounts:

<table>
<thead>
<tr>
<th>Division</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Fiscal Division</td>
<td>$200.00</td>
</tr>
<tr>
<td>Task Force</td>
<td>$300.00</td>
</tr>
<tr>
<td>Civil Unit (Till)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Civil Unit (Change)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Records Unit (Till)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Vice</td>
<td>$300.00</td>
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</table>

2. Cash will be disbursed to a custodian designated by the receiving unit and will be
by written receipt.

3. The petty cash fund will be kept in a secured location, e.g.: locked desk, etc. The
custodian and department head or designee should be the only persons with access
to the fund.

4. All expenditures will be accounted for with a purchase receipt which will be kept
with the fund.

5. The fund will be reimbursed by warrant after the expenditure receipts have been
submitted to the Fiscal Division by the custodian. The receipts are to be
submitted biannually or when the cash balance is $50.00. At that time the Fiscal
Division or custodian will reconcile the petty cash fund. The County Finance
Dept will issue the reimbursement warrant to the custodian within 10 days.

6. Each Fund will be reconciled annually at the close of the Fiscal Year by the Fiscal
Division or the custodian.

3. EXPENDITURES NOT ALLOWED

1. Meals (unless investigation requires purchase of such meals)

2. Regular Office Supplies (tablets, pen, etc.)
Training Unit (152_0).pdf
SNOHOMISH COUNTY SHERIFF'S Office

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

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   1.3. Training Reporting Relationships

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   2.1. Preparation of Annual Training Plan

3. BASIC TRAINING

4. IN-SERVICE TRAINING

5. SUPERVISORY AND MANAGEMENT TRAINING
   5.1. Supervisory Training
   5.2. Management Training
   5.3. The Priority of Basic Offerings

6. PROCEDURES FOR PARTICIPATION IN OUTSIDE TRAINING

7. TRAINING BULLETINS
TRAINING UNIT

1. MISSION OF THE TRAINING UNIT

1.1. TRAINING UNIT MISSION
The primary mission of the Snohomish County Sheriff's Office Training Unit is to plan, coordinate, and provide training for the personnel of the Office to see that the Office carries out its overall mission safely, legally, effectively, and efficiently.

1.2. TRAINING UNIT RESPONSIBILITIES
The general responsibilities of the Training Unit are described in the Snohomish County Sheriff's Office Policy and Procedures Manual, Chapter 4. The Training Unit also accepts other responsibilities as assigned.

1.3. TRAINING REPORTING RELATIONSHIPS
As noted in the Snohomish County Sheriff's Office Manual, the Training Unit is part of the Organizational Development Division which reports to the Administrative Services Bureau Chief.

The Sheriff's Office Rangemaster reports to the Organizational Development Division Sergeant.

The Sheriff's Office Planning and Research Deputy reports to the Organizational Development Division Sergeant.

2. ANNUAL TRAINING PLAN

2.1. PREPARATION OF ANNUAL TRAINING PLAN
The Training Unit is responsible for the preparation of an annual training plan. The plan is developed in two stages. The first stage is submitted through the chain as the following year's budget is being prepared and details the resources required to carry out training for the following year. The second stage is submitted late in the calendar year after the budget has been approved. It covers the following areas:

- A program for providing mandatory qualification and recertification in areas such as firearms proficiency, Hazardous Materials, CPR/First Aid, EVOC, BAC-verifier, and other training/certification required of large numbers of personnel.

- A program for providing in-service training deemed important by the Sheriff and command staff including, but not limited to, defensive tactics, cultural awareness, and patrol procedures.

- A program for providing training to inform personnel of legal changes, changes in procedures, or the operation of new equipment through a training bulletin.

- A program to provide for basic supervisory and basic mid-management training for those who have assumed or will assume such positions.
In developing this plan, the Training Unit will take special note of legal requirements, establishing certification programs and their requirements at the direction of the Sheriff, and observe training needs of personnel.

3. BASIC TRAINING

The Training Unit is responsible for scheduling all required basic training for newly hired personnel.

The Training Unit will periodically monitor the process of these personnel and keep affected bureau chiefs and division commanders informed of progress.

For entry level deputies the Training Unit will schedule and assign newly hired deputies to basic law enforcement training academies.

For lateral hire deputies the Training Unit will schedule equivalency testing with the State Criminal Justice Training Commission and assign lateral hire deputies to participate, if necessary, within one year of hire.

The Training Unit will also monitor the progress of new hire and lateral deputies in the Field Training Officer program.

The Training Unit will coordinate the citizen’s academy annually.

4. IN-SERVICE TRAINING

It is the responsibility of the Training Unit to develop and arrange for the delivery of in-service training. Such training will be planned with careful attention to the scheduling of personnel so as to minimize interference with essential office services. The planning of in-service training will always give preference to areas in which it is mandatory for personnel to periodically recertify or to demonstrate specific levels of skill and proficiency. It shall be the responsibility of the O.D.D. Sergeant to maintain records of each training class conducted to include course content, names of agency personnel who attended and performance of individual attendees as measured by tests, if administered.

Deputies will complete at least 30 hours of in-service training per year beyond that routinely provided at roll call. Additional hours of training should be offered as resources permit.

Personalized "training by appointment" provided to individuals or small groups will be the preferred method for the Sheriff's Office. Defensive tactics, mental health intervention, firearms qualifications, cultural awareness, defensive driving (EVOC), Blood Borne Pathogen, First Aid, CPR, and Hazardous Materials (HAZMAT) Training will be scheduled by appointment. Training frequency will vary from skill to skill. Training by appointment entails one on one individual instruction that can be more effective than a classroom setting. This mode of training will also increase the amount of time deputies are available for their routine duties.

- Defensive tactics will offered monthly. Each deputy will receive at least one hour of personalized training every month.

- Mental Health Intervention will be conducted annually as deemed necessary.
Firearms qualifications will be conducted monthly.

Eight hours of Cultural Awareness Training will be conducted every other year.

Defensive Driving Training will be conducted annually as deemed necessary.

Blood Borne Pathogen Training will be conducted annually (or more often as mandated by OSHA/WISHA).

Hazardous Materials (HAZMAT) Training will be conducted annually (or more often as mandated by OSHA/WISHA).

Non-scheduled training, i.e., B.A.C. Refresher, First Aid Refresher, CPR, Radar, etc. will augment the remaining 30 hour mandate. Additionally, training via the WSCJTC and “outside” training sources will be utilized whenever applicable.

5. SUPERVISORY AND MANAGEMENT TRAINING

5.1. SUPERVISORY TRAINING

Every employee appointed or promoted to a first level supervisory position will successfully complete at least 40 hours of supervisory training approved by the Washington State Criminal Justice Training Commission (WSCJTC). This training will occur prior to promotion, when possible. All first line supervisors shall have completed the First Line Supervisor Core class during the first year of their promotion or as soon as the next available opportunity is provided by the WSCJTC.

After completion of the WSCJTC First Line Supervisor course, each first line supervisor will enter into the State Training Commission's Supervisor Certification program. All first line supervisors shall become certified within a year of completing the Core First Line Supervisor course.

5.2. MANAGEMENT TRAINING

Every employee appointed or promoted to a mid-management position will successfully complete at least 40 hours of Management Training approved by the WSCJTC. This should occur prior to or within one year of such appointment or promotion, or as soon as the next available opportunity is provided by the WSCJTC.

After completion of the basic WSCJTC Middle Management course each middle manager will enter into the Training Commission's Middle Management certification program. All middle managers shall become certified within a year of completing the Core Middle Managers course.

5.3. THE PRIORITY OF BASIC OFFERINGS

It will generally be the practice of the Training Unit to place a higher priority on the completion of basic supervisory and management courses before providing for advanced or specialized offerings in these areas.
There will be times when specific agency needs take precedence over this practice.

6. PROCEDURES FOR PARTICIPATION IN OUTSIDE TRAINING

It will be the policy of the training unit to facilitate employees' outside training when possible. Outside training will be considered when the training benefits the employee's assignment and the Sheriff's Office.

Granting outside training will be based on several factors: cost (i.e., registration, lodging, air fare, etc.), the office mission, and the training germane to the employee's assignment.

Each employee who wishes specialized training outside that which is normally provided (i.e., D.E.A. school, homicide investigation, etc.) will make the request via the chain of command. Requests for outside training will be processed by utilizing the Snohomish County Sheriff's Office 'Training Attendance Request' form. The Organizational Development Division (O.D.D.) Sergeant shall be responsible to track all training requests upon approval. Following completion of any in-service training the O.D.D. Sergeant, or his designee shall send a confirmation of training attendance to the employee who attended. The employee will in turn complete the confirmation of training attendance and return it along with a copy of any certificate earned and the respective score attained in the training. The O.D.D. sergeant shall cause a detailed record of all training attended by office personnel to be kept. The record shall consist of the following:

- Date of the training
- Type of training received
- Certificates received
- Scores or grade received (if applicable)

7. TRAINING BULLETINS

The Training Unit is responsible for periodically issuing training bulletins for distribution to members of the Office.
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1. GENERAL S.O.P. PROVISIONS

1.1. GENERAL

This Standard Operating Procedure provides guidelines to be followed by members of the Snohomish County Sheriff’s Office Explorers in their performance of duties. This S.O.P. is official policy and will be applied on a Sheriff’s Office-wide basis. This Standard Operating Procedure shall apply to all Explorer Posts associated with the Snohomish County Sheriff’s Office.

The nature of Post activities are such that it is impossible to develop a procedure or plan for every situation that might arise. Therefore, the Post Advisors and Officers have the duty of thoroughly reviewing the activities of their subordinates, as they must assume the ultimate responsibility for mistakes and weaknesses in the Post activities and service.

This S.O.P. will be used as a guide in performing various Post tasks in administration, personnel, equipment and supplies, rules and regulations, etc., and provide direction on duties and organization of the Post.

1.2. SOP KNOWLEDGE OF / MAINTENANCE

All members are responsible for keeping their copies of this S.O.P. current. Any changes to be made to this S.O.P. shall be done in accordance of the Snohomish County Sheriff’s Office Manual.

Post Officers may request a change or addition to this S.O.P. by submitting such change to the Post Advisor. The change or addition shall make reference to the index and page numbers, and include why such change or addition is necessary or desirable. The Post Advisor will review the requested changes or additions and forward them up the chain of command if he/she feels it is in the best interest of the Explorer Program. Any necessary revisions or additions, after being approved by the Sheriff, shall be published by replacing or adding pages to this document.

All personnel of the Snohomish County Sheriff’s Office Explorer Program shall fully acquaint themselves with all provisions in this S.O.P., in that they are expected to fulfill certain obligations and to assume certain responsibilities that are outlined in this S.O.P.
2. PURPOSE, AUTHORITY AND OBJECTIVES

2.1. PURPOSE
The purpose of the Snohomish County Sheriff’s Office Explorer Program is to familiarize young people between the ages of 14 and 21 with the procedures and qualifications of the Snohomish County Sheriff’s Office and to interest them in a law enforcement career, while promoting communication and understanding between police personnel and the community.

2.2. DEPARTMENTAL AUTHORITY
Snohomish County Sheriff’s Office Law Enforcement Explorer Posts are official programs sponsored by the Snohomish County Sheriff’s Office. Each Post falls under the supervision of a precinct. Each Precinct is a division of the Operations Bureau. The explorer Post program is one of several Sheriff’s Office volunteer programs.

The Sheriff shall have final authority on all matters pertaining to the Snohomish County Sheriff’s Office Explorer Post Program.

2.3. FUNCTIONAL OBJECTIVES
To further its purpose, the Snohomish County Sheriff’s Office Explorer Program has been established as a service organization to aid and supplement the Snohomish County Sheriff’s Office in its mission, such as crowd control, traffic control, security, and general community service.

2.4. POST AUTHORITY
The Sheriff’s Office Explorers shall function under the supervision of the Captain of their respective Precinct and the Advisor(s) of the Sheriff’s Office Explorers.

2.5. EXPLORER MOTTO
“Our best today….for a better tomorrow.”
3. ORGANIZATION

3.1. ORGANIZATIONAL STRUCTURE
The organizational structure of the Snohomish County Sheriff’s Office Explorer Post is outlined in the definitions as set forth in this S.O.P. These definitions provide the standard terminology by which the various levels of rank within a Post are to be designated.

An Explorer Post will generally consist of:

1. Post Advisor (1) *
2. Assistant Advisors (2-5) *
3. Committee Chairman (1) *
4. Committee Members (2) *
5. Explorer Captain (1)
6. Explorer Lieutenants (1 or 2)
7. Explorer Sergeants (2-4)
8. Explorer Officers (4-20) *
9. Probationary Explorers (0-4)
10. Required by Boy Scouts of America.

3.2. CHAIN OF COMMAND
Sheriff’s Explorer members are distinguished by rank, which is assigned in terms of level of responsibility within the chain of command.

The descending order of rank in the law enforcement program shall be as follows:

1. Sheriff
2. Undersheriff
3. Bureau Chief
4. Precinct Captain
5. Post Advisor(s)
6. Assistant Advisor(s)
7. Explorer Captain
8. Explorer Lieutenants
9. Explorer Sergeants
10. Explorer Officers
11. Explorer Recruits

All Sheriff’s Office Explorer members shall follow the chain of command as set forth in the foregoing table of organization, when transacting any official business pertaining to the Sheriff’s Office Explorer Program.
3.3. POST ADVISOR

The Snohomish County Sheriff’s Office Explorer Post Advisor will be a community service officer or a deputy sheriff. His/her functions shall include, but not be limited to, the following:

1. Recruit and process applicants.
2. Supervise Post meetings.
3. Maintain liaison with the Precinct Captain.
4. Participate in authorized Post trips.
5. Provide and maintain accident insurance coverage and Boy Scouts of America (B.S.A.) registration for all Post members.
6. Will have the final word in all routine matters governing the Post.

3.4. ASSISTANT ADVISOR(S)

A Post may have an assistant Advisor(s). The assistant Advisor(s) will assist the Post Advisor with duties. He/she will assume the Post duties when the Post Advisor is absent. Assistant Advisor(s) shall also be:

1. Personnel of the Snohomish County Sheriff’s Office.
2. Approved by the Post Advisor.

3.5. EXPLORER CAPTAIN

The Explorer Captain shall exercise command over all lower ranking personnel within the Explorer Post. Appointed by the Post Advisor, he/she is required to have served in a ranking position for one year. His/her general responsibilities shall include, but not be limited to the following:

1. Preside over all Post and officer’s meetings.
2. Perform all administrative functions assigned by the Advisor(s).
3. Keep the members of the Post advised of current problems by consulting with the Advisor(s) and Post officers.
4. Ensure that subordinates are given all necessary aid in the performance of their duties.
5. Be responsible for periodic inspection of the Post personnel.
6. Ensure that all staff work concerning the Post is done efficiently, neatly, and professionally.
7. Keep him/herself informed of events, so that he/she may direct the members of the Post with the greatest of efficiency.
8. Maintain harmonious relationships with Post members and other Posts.
10. Serve as chairman of Post S.O.P. committee.
11. Serve as chairman of disciplinary hearing board.

The Explorer Captain is directly responsible to the Post Advisor(s). He/she is the mainspring of the Post and works with the Advisor(s) to ensure strong leadership and a satisfactory program of events.

3.6. EXPLORER LIEUTENANTS

1. Administrative Explorer Lieutenant:

   Eligibility: Graduation from the Basic Explorer Academy, and has served as an Explorer Sergeant for at least six months.

   a. Reports directly to the Explorer Captain. Works closely with the Explorer Captain and assumes the Explorer Captain’s responsibilities when necessary.

   b. Works with the Advisor in coordinating recruiting efforts to attract new members into the Post.

   c. Personally attends meetings and all major events the Post participates in.

   d. Works with the Explorer Captain in arranging oral boards; maintains current written list of questions used by the oral board.

   e. Assigns Field Training Explorers to help new members when they join the Post.

   f. Prepares thanks you letters for guest speakers and others who contribute to the Post.

   g. Recognizes achievements of Post members by writing letters of commendation when directed by the Explorer Captain or Advisor. Also, will publicly recognize members who win scholarships, awards, or gain achievements in or out of exploring.

   h. Assists with major Post activity planning as directed by the Explorer Captain or Post Adviser.

   i. Has a complete working knowledge of the Explorer Leader Handbook.

   j. Be willing to commit two hours per week performing various administrative duties assigned by the Explorer Captain.

   k. Handles sign-up sheets for assignments. Ensures certain explorers keep their commitments to work events.

2. Program Explorer Lieutenant:

   Eligibility: Graduation from the Basic Explorer Academy.

   a. Reports directly to the Explorer Captain. Works closely with the Explorer Captain and other elected members in planning an ongoing training program which meets the needs and interest of Post members.

   i. Conduct surveys of the members to determine future projects, as well as evaluate Post meetings and activities. This information is to be brought
up at monthly meetings.

ii. Inform the Advisor what training members would like to have. This could include either a guest speaker or visit to a law enforcement agency or SCSO unit.

iii. Responsible for the F.T.E. program.

b. Oversees the Committees and recommends chairpersons to the Explorer Captain.

c. Personally attends meetings and all major events the Post participates in.

d. Writes the Post’s Newsletter which includes announcements of upcoming events.

e. Handles sign-up sheets for all events.

f. Assumes the Explorer Captain’s duties when the Explorer Captain or Administrative Explorer Lieutenant is unavailable.

g. Keeps roll at meetings.

h. When appointed by the Advisor or Explorer Captain, will plan and be in charge of major Post Activities.

3.7. EXPLORER SERGEANTS

An Explorer is appointed to this position by the Post Advisor and Explorer Captain. Explorers are required to have completed the Basic Academy and served in the Post for nine months, in order to be eligible for this position.

1. Explorer Sergeants:

a. Shall be responsible to his/her Explorer Lieutenant for the efficient operation of his/her squad in conformity with established policies.

b. Shall promptly obey and transmit all legitimate orders ensuring uniform interpretation and full compliance.

c. Shall ensure that each member of his/her squad is in correct uniform at all Post functions and meetings requiring uniforms.

d. Shall assist the Explorer Lieutenant in charge of absences with AWOL forms.

e. Shall ensure that all members are contacted prior to a meeting or upcoming activity which was not covered during recent meetings.

f. Shall contact a member(s) that was absent from the last meeting and updating all the information covered during that meeting.

g. Shall set up a “squad meeting” periodically as needed.

All Explorer Sergeants shall appoint a member of their squad to the position of “Acting Explorer Sergeant” in the event of his/her absence. An Acting Explorer Sergeant is subordinate to “regular” Explorer Sergeants of other squads.
2. Administrative Explorer Sergeant

Eligibility: Graduation from the Basic Explorer Academy.

a. The administrative explorer sergeant will report directly to the administrative explorer lieutenant.

b. The administrative explorer sergeant, with the help of a Committee, will:
   i. Be responsible for the cleanliness of the explorer office and vehicle(s).
   ii. Issue uniforms and equipment to new members, and keep an inventory of all uniforms and equipment owned by the Post.
   iii. Keep responsible records of any equipment or radios taken from the explorer office.
   iv. Assist both the Administrative and Program Explorer Lieutenants in carrying out their duties whenever necessary.

c. Have a complete working knowledge of the Explorer Leader Handbook.

d. Personally attend meetings and all major events the Post participates in.

e. Work closely with the Secretary to see that files are maintained.

3.8. POST SECRETARY

The Post Secretary shall be responsible for taking minutes at all regular meetings and perform other administrative duties assigned by the Post Advisor and Explorer Captain, such as filing, records, correspondence, Post newsletters, Post roster, etc.

This responsibility will fall to the Administrative Explorer Lieutenant in the absence of a designated Post Secretary.

3.9. POST TREASURER

The Post Treasurer shall be responsible for all money belonging to the Post and shall take care of all financial matters pertaining to the Post. The Treasurer will also submit quarterly reports to the Post Advisor, and an annual financial report.

This responsibility will fall to the Post Advisor in the absence of a designated Post Treasurer.

3.10. EXPLORER OFFICERS

An Explorer Officer is one who has graduated from the Washington State Law Enforcement Exploring Academy. An Explorer Officer does not hold any rank and shall be addressed as Explorer (last name) at all Post meetings and functions. The general responsibilities of an Explorer shall include, but not be limited to:

1. Efficient performances of his/her duties in conformity with the policies, rules and regulations of the Post.

2. Exercise authority consistent with obligations imposed by his/her superior officers/advisors and promptly obey all orders.
3. Maintain harmonious relationships with his/her associates by courteous and considerate demeanor, guarding him/herself against envy, jealousy, rumor spreading or any other unfriendly feeling, and refraining from all unofficial communications to their discredit.

4. Shall coordinate his/her efforts with those of other members of the squad, or other Post members so that their teamwork may insure continuity of purpose and maximum achievement of service program objectives.

5. Communicate to his/her superiors and co-workers, all information that he/she may obtain which is pertinent to the bettering of the Post.

6. Shall acquire and record all information concerning events and be attentive to instructions.

7. Conduct him/herself in accordance with high ethical standards at all times.

8. Respond punctually to all assignments.

9. Shall assist in the execution of the Post’s program for:
   a. Improving efficiency and cooperation in areas of common responsibility.
   b. Advancing the public relations program for promoting public confidence and support.
   c. Proper economical use of Post’s property and equipment.

3.11. EXPLORER RECRUITS

An explorer recruit is one who has not been through the Washington State Law Enforcement Exploring Academy. He/She shall be subordinate to an Explorer Officer and conform with all the general responsibilities as stated in Section III J.

Each recruit will be assigned a Field Training Explorer who will assist and familiarize the Recruit with the Snohomish County Sheriff’s Office Explorer Post, and conduct in-service training as needed.
4. ENTRANCE REQUIREMENTS

4.1. ELIGIBILITY

The Snohomish County Sheriff’s Office Explorer Post is an equal opportunity organization accepting applications from all males, females, members of all races, creeds, colors and religions.

Applicants for the position of Explorer will comply with the following:
1. Must be 14 and not yet 21 years of age, and completed the 8th grade.
2. Must be free of any physical or mental handicaps which could interfere with the responsibilities and duties they would assume as a Snohomish County Sheriff’s Office Explorer.
3. Must be of sound moral character.
4. Must have no criminal convictions.
5. Must pass an oral board and background check.
6. Must be able and willing to abide by Post by-laws.
7. Upon Explorer acceptance, members must register with B.S.A. and must have accident insurance coverage.
8. Member’s parent must waive responsibility for liability of the Snohomish County Sheriff’s Office.
9. Members must be proportionate in height and weight and maintain good personal appearance and hygiene.

All new applicants to the Snohomish County Sheriff’s Explorer Program must pass the above objectives prior to the issue of uniforms and enrollment in the Field Training Explorer Program (F.T.E.).

When a member of the SCSO Explorers shall have knowledge of misconduct or ill-repute of any Explorer applicant, he/she shall immediately furnish the Post Advisor with such information, which will be held confidential.

4.2. ORAL BOARD

The purpose of the oral board is to determine the eligibility of all applicants into the Snohomish County Sheriff’s Office Explorer Program on the basis of their appearance, character and interest in the program. Oral boards will be headed by two ranking persons appointed by the Explorer Captain, along with two F.T.E.s. All information the oral board might require will be obtained from the application and questions posed to the applicant. Following an oral examination, all accepted applicants will be directed to the Explorer Lieutenant in charge of the field training Explorer Program, in order that the applicants may be assigned a training officer.

4.3. EXPLORER BASIC TRAINING

All explorer recruits are required to attend the Washington Law Enforcement
Exploring Academy prior to becoming an Explorer Officer. Academies are conducted twice yearly and a member may be dropped from the Post if he/she has not completed the academy in one year. Failure of the academy, dismissal from the academy, or non-attendance through two academy sessions are grounds for dismissal from the Post. Exceptions from the above shall be granted only by the Post Advisor.

4.4. FIELD TRAINING EXPLORER PROGRAM (F.T.E.)

The field training Explorer program consists of an Explorer Lieutenant and two F.T.E. Officers. The purpose of the Field Training Explorer Program is as follows:

1. To meet all incoming recruits, to make them feel comfortable within the Post and to familiarize them with the Post.

2. To process all applicants and arrange for uniform authorizations.

All recruits will be assigned to a F.T.E. Officer and will direct any questions to that officer. The F.T.E. Officer will submit a letter of evaluation once monthly to the F.T.E. Explorer Lieutenant and describe the recruits progress since entering the Post. The evaluations will then be screened by the Post Advisor and Explorer Captain and placed into the recruit’s file.

Explorer Officers wishing to become a Field Training Explorer shall meet the following requirements, to be eligible for the non-ranking position:

1. Have good standing in the Post and a mature level of thought.

2. Willingness to be responsible to ensure that all areas of the program are fulfilled.

3. Examination by an oral board consisting of the Explorer Lieutenant in charge of the F.T.E. program and the Explorer captain.

The position of the F.T.E. Officer will be on an as needed basis. The Explorer Captain shall oversee the program and be kept up to date on all information pertaining to the program by the F.T.E. Explorer Lieutenant.
5. UNIFORM AND EQUIPMENT

5.1. UNIFORM SPECIFICATIONS
The uniform and the insignias of the Snohomish County Sheriff’s Explorer Post will be prescribed by the Post Advisor, and purchased through authorized sources.

5.2. REGULATION UNIFORM REQUIREMENTS
All members of the SCSO Explorer Post shall have the following articles of uniform apparel and equipment, and maintain them in good condition at all times:

1. Uniform Cap - Black baseball type with SCSO badge patch and explorer rocker
2. Uniform Shirts - Tan - Flying Cross Style #66604
3. Uniform Trousers - Brown - #8307-1 inch siltan
4. Uniform Belts - Black in color. 1 ½” to 1 ¾” in width. The belt will be basketweave design.
5. Uniform Jackets - Fahrenheit style #858-Green
6. Uniform Shoes - Shoes shall be black, lace up. (No tennis shoes)
7. Shoulder Patches - Snohomish County Sheriff’s Office patch and explorer rocker is to be worn on both shoulders of shirts and jacket. The rocker will be placed directly under the SCSO patch.
8. Name Badges - Name badges shall be worn by each uniformed explorer at all times. The name badge shall be centered over the right pocket with the bottom of the badge touching the top of the pocket flap. As an option sew on name tags may be worn on uniform jackets.
9. Notebook & Black-Inked Pen - All explorers are required to carry in their left uniform pocket a notebook and black ink pen.
10. Timepiece - Explorers are required to carry a reliable timepiece while on duty.
11. Whistle, Chain, Hook - Whistle sets shall be attached to the right epaulet of the shirt and hooked on the right breast pocket. Lieutenants and above shall display gold, while sergeants and explorer officers will display silver.

5.3. OPTIONAL EQUIPMENT
Sheriff’s Office Explorers may purchase and maintain the following items of optional equipment for use while on duty:

1. Flashlight - Shall not exceed the length of twelve inches (12) and will not be fitted with any “extensions” whatsoever (i.e. judo heads).
2. Gloves - Shall be black in color unless members are engaged in other duties that require a different color glove. (i.e. traffic control, surgical gloves for biohazards, etc).
3. Key Holder - Shall be black in color and of the finest basketweave pattern leather.
It shall have a silver-plated clasp/hook and shall be kept polished at all times.

4. Handcuffs- May only be carried in a leather handcuff case in which the handcuffs are not exposed. Handcuffs will only be used at the direct request of a Deputy.

5. Duty belt- Shall be black in color, basketweave design. Belt keepers may be used to attach belt to under belt.

6. Other Optional Equipment- Other optional equipment will be at the discretion of the Post Advisor.

5.4. PROHIBITED EQUIPMENT
All members of the Snohomish County Sheriff’s Officer Explorer Post are prohibited from carrying any weapons, including firearms, while in uniform.

5.5. BADGE AND IDENTIFICATION CARD
All members shall be issued a SCSO Explorer breast badge and identification card, upon successful completion and graduation from the Washington State Law Enforcement Exploring Academy. The Sheriff’s Office Explorer Badge shall not be carried in billfolds or any other I.D. type holders. It will be kept “stationary” on the uniform shirt, unless the shirt is being washed. The Sheriff’s Office Explorer ID cards may be carried and shown only to verify the fact that he/she is a member of the SCSO Explorer Post, at activities. A breach of the above regulations will result in immediate dismissal from the Post and Sheriff’s Office Explorer Program.

5.6. PURCHASE OF UNIFORM & EQUIPMENT
Upon acceptance of an applicant into the Post, the new recruit will be required to purchase an Explorer uniform. A Field Training Explorer Officer will assist the recruit with this matter.

If available, the Post may issue uniforms and equipment from the Post’s stockroom. Each explorer receiving items from the stock room shall be required to Post a one time deposit of $75.00 which will be reimbursed upon leaving the Post.

5.7. UNAUTHORIZED USE OF THE UNIFORM
Explorer members shall not wear the uniform or any part thereof, unless on an authorized assignment or function. A breach of the above policy will result in immediate termination from the Post.

5.8. UNIFORM COVERS
Explorer members going to or from an authorized Explorer function, shall have a civilian cover over their uniform shirt. When relying on public transportation (i.e. Community Transit), Explorers shall place uniform coat and hat in bag, so it’s out of public view.

5.9. AUTHORIZED CARE OF EQUIPMENT
An Explorer shall be personally responsible for the items of identification and equipment issued to him/her by the Post. An Explorer shall neither borrow nor loan
such equipment.
The loss/damage of equipment shall be immediately reported to the Post Advisor.
Upon termination of membership in the Post, each Explorer must surrender all County and Post owned property issued to him/her. Failure to return such items will subject the person to legal action.

6. MEETINGS AND ATTENDANCE

6.1. POST MEETINGS
The SCSO Explorer Post will hold two meetings per month. Date, time and location of the meetings will be provided to all explorers by the advisor or his/her designee. Explorers will be required to wear their uniform at the first meeting, and are to expect a very thorough inspection by the Explorer Captain and Lieutenants. Nice casual clothes shall be worn at the second meeting of the month.

The following topics will be covered at each of those meetings (not necessarily in chronological order):
1. Inspection (first meeting only).
2. Attendance roll call (by Post Secretary).
3. Post Advisor’s views and comments (May also include those of associate advisors).
4. Explorer Captain’s coverage of upcoming activities, views and comments, and any discussion with the Post on most recent functions (may be assisted by the Explorer Lieutenants).
5. Any special in-service training classes (i.e. traffic control, radio procedures, etc.).
6. Views and comments from Post members.

6.2. MEMBERSHIP ATTENDANCE
All members of the SCSO Explorers are expected to maintain an attendance record that demonstrates a sincere interest in the Law Enforcement Program. A minimum of two activities per month are expected from each Explorer for the efficient operation of the Post. No Explorer shall volunteer for an activity in any case where it will cause him/her a loss of time from his/her employment, or in cases where it will cause some great personal sacrifice.

The Program Explorer Lieutenant shall keep a record of each Explorer’s attendance at all meetings and functions. These records shall be kept up to date and be available to the Post Advisor, Explorer Captain and Explorer Lieutenants, upon their request for inspection.
1. Attendance at Meetings
   a. Explorer officers and recruits are required to notify their Explorer Sergeant in the event one cannot attend an upcoming meeting.
   b. In cases where one’s immediate supervisor cannot be reached, the Explorer will direct his/her communication to another Explorer Sergeant of the Post.
   c. The chain of command will be utilized in situations where Explorer Lieutenants or the Explorer Captain has prior knowledge of their absence.
   d. In all cases, the absentee’s immediate supervisor will contact him and update all information covered during that particular meeting. The immediate supervisor may also “sign up” the Explorer for activities that require more manpower and then notify the functions supervisor (usually the Explorer Captain or the Explorer Lieutenants).
   e. Failure to comply with either a. or b. will subject the explorer to an AWOL notice (Absent Without Leave), by the Attendance Explorer Lieutenant.

2. Attendance at Activities/Functions
   a. When a member of the SCSO Explorers has given his/her name for an assignment, he/she is then being depended upon to fulfill that position. In cases where something unforeseen has occurred which would prevent him/her from reporting to duty, he/she shall be required to do the following:
      i. Locate a replacement for him/herself and they notify the Post Advisor in charge of that particular activity.
      ii. In the event a substitute cannot be located, the Explorer will then notify the Post Advisor and submit a written letter to the Attendance Explorer Lieutenant, explaining the circumstances in full.
      iii. Failure to comply with either a. or b. will subject the explorer to an AWOL from the attendance Explorer Lieutenant.

Disciplinary action resulting from a breech of the preceding rules and regulations may be avoided, if one can provide a legitimate excuse to the Post Advisor.

Explorers who are habitually absent or late in reporting for meetings and functions, will be considered undependable and subject to dismissal.

6.3. MANDATORY MEETINGS/FUNCTIONS
Mandatory meetings and activities are established by the Post Advisor and Explorer Captain. All Explorers are expected to attend mandatory meetings/functions. In certain cases, the Post Advisor may request a written excuse from Explorers not attending a mandatory event; this note must be received by the Post Advisor prior to the function.
6.4. LEAVE OF ABSENCE (L.O.A.)
A minimum of two activities per month is expected from each Explorer. If there is a reason (personal, family or employment) that would prevent the Explorer from being listed as an “active status”, he/she may request to be placed on a Leave of Absence by submitting a letter to the Explorer Captain explaining the circumstances.

Leave of Absences will be granted for no longer than six months at any one time, nor less than 30 days. All requests must be approved by the Post Advisor.

7. SPECIAL EVENTS

7.1. RIDE-ALONG PROGRAM (R.A.P.)
The main purpose of the Patrol Ride Along Program is to familiarize Explorers with the daily routine of Deputy Sheriffs on patrol. All requests will be written and submitted to a Lieutenant or Post Advisor. All requests must be approved by a Post Advisor. Evaluation forms must be completed by the Deputy the Explorer rode with and returned to the Lieutenant or Post Advisor within two weeks from the date of the ride-along.

7.2. RIDE-ALONG RULES:
Before an explorer will be allowed to participate in a ride-along, the following must be completed and on file with the advisor of the Post.

1. A department ride-along waiver, signed by the explorer and the explorer’s parent or guardian (if explorer is under age 18).

2. An additional waiver for juvenile riders signed by the parent or guardian of the explorer.

3. A form of understanding for the explorers expectations and restrictions signed by the explorer and parent or guardian.

4. Proof of insurance through B.S.A. or an equivalent.

5. A medical release form authorizing any deputy or employee of the Sheriff’s Office the authority to authorize any emergency medical care needed to treat the explorer in the event that the parent and/or guardian is unable to be contacted.

The explorer must also prearrange the ride-along with a qualified deputy no less than three days prior to the desired shift of the ride-along. After the ride-along has been prearranged with the qualified deputy, the explorer must complete the request for ride-along form and submit it through his/her chain of command. The form must be approved by each step in the chain of command and returned to the explorer prior to the ride-along shift.

Explorer recruits will be limited to one ride-along until they complete the WEELA Law Enforcement Exploring Basic Academy.

After completion of the academy, explorers may participate in one ride-along per month (One shift not to exceed 12 hours). In special cases the Post advisor may grant
an additional ride-along to those explorers who have performed their duties in an exemplary manner. (Not to exceed 24 hours in a calendar month.)

The explorer is expected to report fully prepared for the ride-along fifteen minutes prior to the beginning of the shift. (Unless another arrangement was worked out ahead of time with the assigned deputy.)

The explorer is to wear his/her full uniform on the ride-along unless directed otherwise by the assigned deputy. Acceptable uniforms include the following:

1. Complete issued uniform with badge and rank insignia.
2. Issued polo shirt with acceptable blue jeans and acceptable footwear.

Whichever uniform that is worn by the explorer is to be cleaned and neatly pressed. If the uniform is unsatisfactory to the deputy, the ride-along may be terminated.

The explorer must follow all Post, department, and B.S.A. guidelines at all times.

The explorer must follow the supervising deputy’s directions regardless of his/her personal feelings. Any disagreement or argument with the supervising deputy shall be brought to the advisor’s attention in writing as soon as possible. No explorer shall be required to obey an order that is contrary to the law.

7.3. RESTRICTIONS
Explorers are strictly prohibited from the following activities:

1. Interviewing or interrogating witnesses, victims, or suspects.
2. Participating in, or being left in control of, the arrest of any prisoner, possible suspect or known suspect.
3. Participation in, or conducting building searches.
4. Leaving the police vehicle, unless so instructed by the assigned deputy.
5. Being present in an unsecured scene with the potential for violence.
6. Assisting at any scene, unless so instructed by the assigned deputy.
7. Being armed in any manner.
8. Signing any arrest, offense, accident report, traffic infraction, traffic citation, or other legal documentation.
9. Assisting in providing cover or back-up for any possible crime in progress.
10. Driving any emergency vehicles.
11. Participating in any covert or undercover operations or surveillance.
12. Acting as the contact officer on any call or situation.
13. Performing breathalyzer, sobriety, or portable breath tests.
14. Performing frisks, or searches of subjects.
15. Impounding vehicles.
16. Riding in vehicles in pursuits
17. The collection, handling, or packaging of any evidence or latent print cards.
18. The use of any lethal or non-lethal force.

7.4. PERMITTED FUNCTIONS
Explorers are permitted to participate in the following activities:
1. Crime Prevention Programs.
2. Community relations events and programs.
3. Escorting sick or injured citizens.
4. Assisting with security checks.
5. Receiving complaints.
7. Assisting with lost or found persons.
8. Performing traffic control or general crowd control.
10. Assisting in the completion of any routine paperwork that will not be used in a court action.

7.5. DEPUTY REQUIREMENTS FOR RIDE-ALONGS
Deputy requirements to participate in the explorer ride-along program:
1. The deputy must have at least one year of experience and must be off probation.
2. The consenting deputy must receive an orientation to the Explorer Program rules and guidelines prior to participation in the program. This can be satisfied by the deputy reading and understanding a copy of this Explorer Program S.O.P.
3. The deputy shall sign a form kept by each Post Advisor confirming the deputy has read and understands the Explorer Program S.O.P.

The explorer is to be treated as a civilian rider while on a ride-along. Even though the explorer has received some training in the field of law enforcement, they are not qualified to perform police actions.

The explorer is to be under the deputy’s direction at all times. All deputies assigned to the explorer should be within the objective of the law enforcement explorer program and not endanger the explorer.

Remember, the explorers are very impressionable and will learn from all of your actions. Try to avoid your “bad habits” while you have an explorer with you. Do your best to support the mission of the Office and foster community relationships at
7.6. HIGH RISK CALL PROCEDURES
In the event of a high-risk call, the deputy must return the explorer to the nearest precinct or stop at the first safe, reasonable, and convenient location and let the explorer out of the vehicle. The deputy then must radio the location of the explorer so that a free unit may go to the location and pick up the explorer while the initial deputy responds to the high-risk call.

In the event of an immediate emergency, the explorer will remain in the patrol vehicle, or exit to a position of cover, at the deputy’s discretion, and observe until the deputy advises that the situation is safe.

8. RULES AND REGULATIONS

8.1. GENERAL CONDUCT
An Explorer shall not act or behave, officially or privately, in such a manner as to bring discredit upon him/herself, the Sheriff’s Explorer Post, or the Snohomish County Sheriff’s Office.

1. All members of the Sheriff’s Explorers, while on duty, shall obey all orders and instructions from their supervisor(s).

2. Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the Sheriff’s Office, as well as the public.

3. No member of the Sheriff’s Explorers shall make any uncomplimentary remark about another member of the Post.

4. At no time shall an Explorer use profane or insulting language, or threatening terms of speech towards any individual.

5. No member of the Sheriff’s Explorer Post shall involve him/herself either directly or indirectly with any organization whose principles are detrimental to the welfare of the United States of America, the State of Washington, Snohomish County, Snohomish County Sheriff’s Office or the Sheriff’s Office Explorer Post.

6. Members of the Snohomish County Sheriff’s Office Explorers, while on duty, shall not engage in any political or religious discussions to the detriment of discipline, nor shall they speak adversely of the nationality, race, creed or color of any person.

7. All members of the Sheriff’s Explorers shall at all times conduct themselves in an orderly manner.

8. All members of the Sheriff’s Explorers, while in uniform, shall conduct themselves in a military-like manner, and shall not stand or walk with hands in pockets or otherwise exhibit slovenliness in any way.

9. No member of the Sheriff’s Explorers, while in uniform, shall engage in any game of chance.
10. Members of the Sheriff’s Office Explorers, when in uniform, shall not smoke, or chew gum while in the public eye.

11. An Explorer shall not request or receive either directly or indirectly a gratuity, fee, loan, reward or gift of any kind from any persons through his/her position with the Snohomish County Sheriff’s Office, except when directed by the Post Advisor.

12. County vehicles shall be used for assigned Explorer functions only, and in such a manner as to comply with the provisions of the traffic code. Personal or unauthorized use of such equipment will subject the user to immediate dismissal.

13. All Explorers shall be responsible for the proper maintenance and care of vehicles assigned to, or used by them.

14. Intoxication or drinking any kind of alcoholic beverage, or possession or use of any illegal drug while on duty or off duty, shall be cause for immediate dismissal.

8.2. APPEARANCE
All members of the Sheriff’s Explorers must at all times, while on duty, maintain a neat and clean physical appearance.

1. All male Explorers will be cleanly shaven (neatly kept mustaches are acceptable).

2. All Explorers will wear their hat in accordance with S.C.S.O. regulations: female Explorers shall wear their hair up in pins.

3. All Explorers will limit the amount of jewelry they choose to wear.

4. Explorers shall not wear strong perfume or cologne and female explorers shall limit the amount of make up they wear.

8.3. POLICE AUTHORITY
No member of the SCSO Explorers has any police power. Explorers will refrain from any “active” police work (i.e. breaking up disturbances, detaining suspicious persons, arresting suspects, etc.) unless directed by a sworn deputy in an emergency situation.

8.4. CONFIDENTIAL INFORMATION
All Sheriff’s Explorers are expected to keep confidential all information they may obtain from contact with the Snohomish County Sheriff’s Office. Any member involved in disseminating “privileged information” will be immediately terminated from the Post. Criminal charges may also be filed.

The Snohomish County Sheriff’s Office explorer roster falls into the category of “privileged information” and must not be given to unauthorized persons.

8.5. DISCIPLINARY PROCEDURES
Each Explorer is expected to assume the obligations of his/her rank in reporting misconduct of other members. In the event a member of the SCSO Explorers shall have actual knowledge regarding misconduct of another Explorer, he/she shall furnish such information to the Explorer Captain and Post Advisor.
All Explorers are required to cooperate in any investigation of misconduct; to answer any and all questions and give written statements when requested.

1. Disciplinary Hearing Board

   a. When a report of misconduct by a Post member is brought to the attention of the Explorer Captain and Post Advisor, it should be in written form.

   b. The Explorer Captain will then investigate the complaint and obtain statements from everyone involved.

   c. If the Explorer Captain deems it necessary, he/she and a Lieutenant will then call a Disciplinary Hearing Board, made up of one member appointed by the Post Advisor, and one member picked by the accused.

      i. The Hearing Board will review all testimony and statements.

      ii. After the completion of the hearing, the panel will either exonerate the accused or sustain the allegation.

      iii. If the complaint is sustained, the panel will decide on the penalty ranging from a written reprimand to dismissal.

Membership may only be revoked by the Post Advisor, Precinct Captain, or higher authority in the Sheriff’s Office. Members of the Snohomish County Sheriff’s Office Explorer program may resign at any time upon written notification to the Post Advisor.
9. RADIO PROCEDURES

9.1. RADIO CALL SIGNS

1. While riding with a deputy, explorers shall use the call sign of the deputy they are riding with while communicating on the radio.

2. If an explorer is assigned to a deputy (i.e. working traffic control on a detail or using the Sheriff’s Office Explorer Vehicle), they shall use a radio call sign assigned to them by the Post Advisor or assistant advisor. These call signs shall be assigned by using the following:

   - The first character will be a numeric designator 1 through 9. It is either used to designate shifts (i.e., 1 - Graveyard, 2 - Day shift, 3 - Swing shift) or if there is no need for shift designation, it will be used numerically from 1 to 9 for extra unit numbers. The second character will be the alpha character V-Victor. The third and fourth characters will be as follows:
     - 40 to 49: North Precinct Explorer Detail
     - 50 to 59: South Precinct Explorer Detail
     - 60 to 69: East Precinct Explorer Detail

   While assigning explorer call signs for a detail, Explorer Advisors will have to coordinate with other Explorer Advisors of other Posts and dispatch while working details in other precincts to ensure more than one explorer unit does not have the same explorer call sign.

Examples:

   - 2 Victor 40 would be an explorer working a North Precinct Day shift Detail.
   - 3 Victor 52 would be an explorer working a South Precinct Swing shift Detail.
   - 2 Victor 65 would be an explorer working an East Precinct Day shift Detail.

9.2. USE OF OFFICE RADIOS:

The Snohomish County Sheriff’s Office and SNOPAC Communications Center has been licensed by the Federal Communications Commission to broadcast information to and from mobile units. All laws, rules and regulations of the Federal Communications Commission shall be strictly adhered to. Explorers shall adhere to the following guidelines when using the Office radio.

1. Explorers shall only use the Office radio under the direction of the Post Advisor, Assistant Advisor, or the deputy they are with, unless an emergency situation would dictate otherwise.

2. Explorers shall not use the radio while enroute to or on scene of any emergency or high priority call including, but not limited to, while the air is closed or any in-progress calls.

3. Personnel numbers, unit designations or base station identifications shall be used whenever transmitting on the radio.
4. Radio communications shall be conducted in a business like manner, using proper language and correct radio procedures.

5. Explorers shall not argue or use profane language on the radio.

6. Deputies and authorized office personnel shall ensure that any explorer under their control understands the radio procedure and proper usage of the radio, prior to allowing the explorer to use the radio.

9.3. TEN CODE

The Office “10” Code has been established to save transmission time. Explorers operating office radios shall be familiar with and use the established “10” Code.

- 10-4 Message acknowledged/understood
- 10-5 Relay transmission
- 10-6 Is it safe to broadcast sensitive information
- 10-8 In service, available for calls
- 10-9 Repeat last transmission - not understood
- 10-10 Out of service, end of shift
- 10-15 Prisoner in custody
- 10-19 Return to (location/office)
- 10-20 What is your present location
- 10-21 Telephone call
- 10-22 Disregard
- 10-33 Wanted subject or vehicle
- 10-44 Car to car meet/Make contact
- 10-47 Arrived at scene, location, call
- 10-62 Status check (only “CODE 4” shall be given for “OK” answer)
- 10-98 Possible Mental subject
- 10-99 Clear the air, emergency/priority traffic to follow.
MISSION STATEMENT
The mission of the Snohomish County Sheriff’s Office is to keep the peace, reduce crime, and improve the quality of life through community partnerships.

1. Vision statement
We want the Snohomish County Sheriff’s Office to be the best citizen and law enforcement team anywhere, committed to serving our community with dignity, commitment, integrity and pride.

2. Statement of Values
The Snohomish County Sheriff’s Office is comprised of people who share a common belief and goal to provide the most progressive and professional services possible to the public. To achieve this, we must accept and adhere to basic values. These values are a vital part of the Sheriff’s Office and give us the spirit and direction to achieve our goals.

VALUES:

INTEGRITY: We adopt an uncompromising approach to the highest ethical standards, being honest, truthful, and worthy of trust.

COMMITMENT: We are dedicated to the Office’s Mission, to the development and support of employees and to the highest standards of professional conduct.

DIGNITY: We believe in the importance of treating others with respect and in conducting ourselves in a manner which inspires respect.

PRIDE: We believe in who we are, what we do, and working hard to do the job right.

Snohomish County Sheriff’s Office

CRIME FIGHTING STRATEGY

MISSION

GOAL

OBJECTIVE

STRATEGIC TARGETS

FOCUSED STRATEGY

* Targets impact many other crimes
* Focuses nonproductive time and resources
* Approaches crime from position of strength
* Promotes team work
* Employs leadership
* Promotes prevention, problem solving, partnerships, and ownership
* Battles can be won
* Long term gains

right.
Attachment

Snohomish County Sheriff's Office LE Policy Manual
SCSO Law Enforcement Policy Manual

SWAT (208_0).pdf
Target Offender Program (146_0).pdf
News Media Relations SOP rev2016.pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

NEWS MEDIA RELATIONS
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1. Introduction

The Snohomish County Sheriff’s Office is committed to responding to media requests as quickly as possible, without jeopardizing the accuracy of information. Proactive media relations are vital to our law enforcement mission and, to effectively govern law enforcement communications with media outlets, the Sheriff’s Office realizes that a managed approach to media relations allows this agency to present a positive and professional image to the public we serve. It is the policy of the SCSO that its employees provide only accurate, objective, and factual responses to media inquiries through designated employees as defined by this standard operating procedure.

2. Definitions

For the purposes of this policy:
1. Media: Media refers to all reporters, photographers, camera operators and others who are directly employed by agencies of the media or who create content to be consumed by the public.
2. Public Information Officer: The Public Information Officer (PIO) is appointed by the Sheriff and acts as a representative of the Sheriff in official responses to the media. Lieutenants may serve in the PIO role on weekends and when the Director of Communication is not available. The on-duty PIO can be reached for breaking news inquiries at all hours via the media line.
3. Director of Communication. The lead PIO for the Sheriff’s Office is the Director of Communication and may ask for assistance with media relations from other members of the agency depending on the size and scope of an incident, investigation or situation.
4. Incident Commander: The individual responsible for directing and/or controlling overall management of response to an incident.
5. Normally releasable means information which shall be released unless there is an articulable reason to withhold.
6. Normally not releasable means information which shall be withheld unless there is an articulable reason to release.

3. Public Information Officer (PIO)

The general duties of the Public Information Officer shall include but are not necessarily limited to:
1. Assisting news personnel in covering news stories at the scene of incidents;
2. Being reasonably available for on-call responses to the news media;
3. Preparing and distributing agency news releases;
4. Arranging for and assisting at news conferences;
5. Coordinating and authorizing the release of information about victims, witnesses, and suspects;
6. Assisting in crisis situations within the agency;
7. Coordinating and authorizing the release of information concerning confidential agency investigation and operations;
8. Developing procedures for releasing information when other public service agencies are involved in a mutual effort.

4. Personnel Authorized to Speak to the Media

1. Whenever possible, media requests for an interview will be referred to the Director of Communication or on-duty PIO.
2. At incidents where the media is on-scene and a PIO is not immediately available the on-duty Watch Commander may provide preliminary statements to the media. If the on-duty Watch Commander elects to address the media or construct a media release, a summary of the statements or copy of the release will be forwarded to the Director of Communication or on-duty PIO prior to going off-shift.
3. Office members will notify the Director of Communications of requests for interviews prior to speaking with the media.
4. In the event the media does not respond to the scene of a police operation but still contacts Office employees requesting information, the media will be instructed to contact the Director of Communication or on-duty PIO via the media line. If a PIO is unavailable, such requests for information shall be forwarded to the on-duty Watch Commander. The Watch Commander will call back the media representatives as soon as possible with an initial response and refer follow-up questions to the Director of Communication or on-duty PIO when he/she is available.
5. The Director of Communication and on-duty PIOs will be available for after hours call-out for significant and/or breaking news events after hours, on weekends and holidays.

5. Public Speaking

1. Employees shall be responsible for accurately relating Office policy and procedure, as outlined in the policy manual and SOPs, as well as the vision, mission and values of the agency, while engaged in community relations activities or public speaking events.
2. Individual opinions or expressions of philosophy contrary to Office policy and procedures will not be expressed when the employee is on-duty or speaking on behalf of the Sheriff’s Office.
3. In the case that an employee is unsure of how to respond to a question posed by a member of the public or a recognized media member, the appropriate response is to admit that the Office member does not presently know the answer but will research the issue and then follow-up with the person that made the inquiry.

6. Notification of the Public Information Officer
1. An Office member will notify their immediate supervisor when they respond to an incident that is likely to produce a media inquiry or response. The supervisor will assess the relevance of the incident and the need to notify the Director of Communication or on-duty PIO.

2. The following incidents may generate news media inquiries:
   a. Major crimes.
   b. Child assaults.
   c. Serious injury or fatal traffic accidents.
   d. Significant natural or human caused disasters.
   e. Search and Rescue operations.
   f. Tactical operations.
   g. Search warrants (major cases).
   h. Allegations of employee misconduct.
   i. Response to an incident by a specialty unit (e.g. Helicopter, K-9, Marine, Bomb)

3. In an in-progress operation that has attracted media attention, the Incident Commander will contact the Director of Communication or on-duty PIO.

7. Release of Information

1. The Director of Communication or on-duty PIO will review any information to be released to the media. In an effort to maintain compliance with the requirements of the Public Records Act and relevant Washington State Public Records laws, requests for copies of police reports, or information beyond the scope of the information provided by the PIO, should be made to the Public Records Unit. Media inquiries regarding a child abduction, kidnapping, and/or AMBER Alert, should be made to the ICART PIO. Inquiries regarding officer-involved use of lethal force or in-custody death(s) investigations should be made to the assigned SMART PIO.

2. No employee should release information about another agency or jurisdictions incident or investigation without approval from the Incident Commander or the agency’s investigative division commander, or investigator in-charge.

3. PIOs from agencies that are significantly impacted by an incident (e.g. schools, fire/EMS, other law enforcement, public works, and businesses) should be notified about the release of information to the media.

4. For an on-going investigation, the potential release of information by the Director of Communication or on-duty PIO should be approved by the supervisor of the affected investigative division, commander, or investigator in-charge. Investigators should not release information directly to the media without the approval of their supervisor and Director of Communication or on-duty PIO.

5. Information that is normally releasable about a specific incident may include the following:
   a. Type of incident (date, time, general nature of the event)
   b. Block number or general location of the incident
   c. Contact information for the Director of Communication or on-duty PIO
   d. Any threat to public safety (suspect is armed, dangerous road conditions, etc.)
   e. Victim information: age, gender, city of residence (do NOT release name(s) or address(es))
f. Victim injuries (non-homicide): general description, treatment, hospital and current status, if known

g. Medical aid or medical examiner was called to the scene

h. Homicide victim: approx. age and gender ONLY. Cause and manner of death, as well as ID is determined by the Medical Examiner only.

i. Suspect information (in-custody): age, gender, city of residence (if known). Circumstances of arrest, including: time and place, resistance (if any), pursuit, possession of weapons

j. Suspect information (at large): case-by-case depending on what information we have. General physical description height; weight; hair, skin, and eye color (be cautious with use of racial stereotypes, i.e. “black”, “Hispanic” or “Asian”); hair type (i.e., cropped, ponytail, long); color and type of clothing and footwear, if known; last known location and/or direction of travel (“fled the scene driving eastbound on 128th Ave”); vehicle description and license plate number.

k. Any major disruption to the public (i.e. highway or road closures, school lockdown, evacuations)

l. Number and type of resources used/assigned, unless it will hinder the investigation

m. Property crimes: description of stolen/recovered items.

4. Information not normally releasable to the media may include the following:

a. Suspect's name if not charged.

b. Victim names

c. Previous convictions and prior arrests that did not result in convictions. Refer media to the Washington courts for conviction history.

d. Mug shots or DOL photos (may be exempt if it is to aid an active investigation)

e. Information which may allow a suspect to avoid arrest or tamper with evidence, until the suspect is in custody or the evidence is secured.

f. Admissions, confessions, or the contents of any statement or alibi relating to a suspect unless the alibi results in the suspect's release.
g. Results of investigative procedures such as fingerprints, polygraph examinations, ballistic tests, or laboratory examinations.

h. Opinions about victims, witnesses, suspects or the strength of the case or any evidence to be used.

i. The home address or home telephone number of any Office member.

j. The names of deceased persons, until released by the Medical Examiner.

k. The names of juveniles, including victims, witnesses or suspects.

l. Any information that may reveal the identity of a victim of sexual assault or domestic violence.

5. Statements regarding Office policies, philosophy or enforcement procedures shall be made by the Sheriff or his designee.

6. The release of immediate, on-scene information of involved employees will be confined to the employee’s age, race, gender, rank, tenure, and bureau of assignment.

8. Media Relations

1. Office members should endeavor to give the media fair and reasonable access to scenes, when such access does not interfere with operations or endanger media or the public. Media may be given access that is less restrictive than the public, but not the other way around.

   a. Supervisors seeing media arrive shall notify the Watch Commander or call for the Director of Communication or on-duty PIO to respond in a reasonable period of time.

2. Scene perimeters shall be clearly marked, preferably with crime scene tape.

3. Members of the media should be greeted as soon as time permits. They should be informed:

   a. That a briefing will be provided;
   b. When and where the briefing will be; and
   c. Location and type of any hazards or dangers to them.

4. Office members should not interfere with photography; so long as the photographer is where he/she has a right to be and that neither he/she nor the use of the photography equipment interferes with the operation.

5. Arrested persons may be photographed, but will not be posed by Office members. Avoid any opportunities for a “perp walk” for the media.

6. Office members shall direct all media parking to areas that will not interfere with the operation.

7. Citizen journalists, bloggers and private individuals who record and create content for the public shall be allowed the same fair and reasonable access members of the media.

8. Avoid providing exclusive access to one reporter and/or one media outlet to the scene or incident.

9. Media Aircraft
1. The Incident Commander may request that media aircraft be restricted in situations where the presence of such aircraft compromises the officer safety or hinders the operation.

2. The Incident Commander will inform the Director of Communication or on-duty PIO of the reasons for the aircraft restriction.

3. If the news agency does not voluntarily move their aircraft out of the area of the police operation, the Director of Communication or on-duty PIO, Incident Commander, or SNOPAC supervisor will contact the Federal Aviation Administration and request that the airspace above the incident be cleared.

4. The Incident Commander may request the assistance of media aircraft for viewing the incidents, coordinating the operation, photographing the incident and transporting Office employees to remote locations for tactical or operational purposes.

10. Media Observer Program

1. The Director of Communication or on-duty PIO shall coordinate requests for media ride-alongs and/or feature story requests.
   a. The Director of Communication or on-duty PIO will have the media representative complete and sign a *Ride Along Request* form. The Director of Communication or on-duty PIO will complete the necessary background checks prior to approval of the ride-along.
   b. During the ride-along the media representative will not be allowed to use any image recording device or audio recorder without the prior approval of the host deputy and the Director of Communication or on-duty PIO.
   c. Precinct or Division Commanders will review requests for media ride-alongs or feature story coverage. No media personnel shall be deployed in law enforcement operations without the knowledge and permission of the respective division commander.
   d. Members of the media will not be allowed onto private property absent the consent of the property owner. Due consideration will be granted to the private property owner in all such cases of media interaction and requests for interviews.
   e. Media ride-along requests are to be handled in manner consistent with Office Manual Policy 410 Ride Along Program.

11. News Releases

1. News releases will be distributed via e-mail to a media distribution list by the Director of Communication or on-duty PIO. The Director of Communication may also post news releases to the web (http://wa-snohomishcounty.civicplus.com/Archive.aspx?AMID=38), send via NewsFlash (http://wa-snohomishcounty.civicplus.com/list.aspx) and post to various social media accounts.

2. All news releases should be made readily available for public disclosure.
Performance Evaluation (520_1).pdf
PERFORMANCE EVALUATION
PERFORMANCE EVALUATION

1. OVERVIEW

Performance evaluations can be one of management’s most important motivational and supervisory tools. It should not be a disregarded form or a dreaded periodic interview, but a continuous process that involves work planning, employee development, and goal setting. Fully utilizing the development potential inherent in a system of performance evaluation will result in a positive and productive environment for every member of the Office.

Performance evaluations and recognition are clearly defined and ongoing processes that contribute to improved employee performance, individual growth, career development, and mutual respect. This ongoing performance evaluation process involves communication about goals/duties, performance review standards, and expectations.

2. PURPOSE

The purpose of the Performance evaluation process is to support the attainment of the Office goals and objectives. In order to do this, the supervisor and the employee must review the individual’s performance and professional development needs.

The performance evaluation is also a time to acknowledge the individual’s successes and achievements. The Sheriff’s Office accomplishes goals and objectives by establishing a working environment which supports quality work performance, encourages and supports personal and job-related development, and improves communication between supervisor and employee.

A performance evaluation can be defined as a review of the job relevant strengths and weaknesses of an individual or a team in an organization. In general, the evaluation has two objectives. First, it is to be used as a tool to improve employees’ performance by helping them understand and fulfill their potential. Second, it is to be used by management to make assignment, lateral transfer, and promotion decisions.

In addition to its objectives, a performance evaluation has many uses. If done properly, the performance evaluation can be a very effective communication tool. It can be used to aid in the development and motivation of employees, and help clarify the goals and expectations for his or her job.

A performance evaluation can also be looked at as a document to increase accountability for both the supervisors as well as the employees by promoting quality performance.

Finally, a performance evaluation can be used to compare “what should be happening” to what “is happening.” The performance evaluation is primarily used to promote an understanding between supervisor and employee as to job...
performance, job requirements, and work expectations. This understanding should aid the employee in becoming more successful and productive.

3. INTENT

An employees' success is often a reflection of supervision and leadership skills, and is a vital indication of workforce stability. A supervisor's role is to set expectations, gather data, and provide continuous feedback to employees to assist them in utilizing their skills, expertise and ideas to produce results. An effective employee performance management system is linked to the Office mission and goals, has clear performance measures, and truly recognizes and rewards outstanding performance.

4. PROCESS

1. Performance expectations, goals, and job specific tasks shall be discussed with each employee at the beginning of the evaluation period. This interview shall be documented on the Performance Commitment Form.

   a. The Performance Commitment Form is used to reaffirm the mission, vision and values of the Sheriff’s Office with the employee.

      i. Additionally, this form provides supervisors a mechanism for establishing crew or unit specific performance expectations. A designated space at the bottom of the form should be used by the supervisor during the interview with the employee to set goals and crew specific expectations.

2. Performance Evaluations shall be completed annually.

3. A supervisor shall not complete a Performance Evaluation on an employee who has not been under his/her supervision for at least 90 days. In the event that an employee has not been assigned to a supervisor for over 90 days, an evaluation shall be completed by the supervisor immediately after the 90 day period. Contacting the previous supervisor is encouraged. If the previous supervisor has significant input into the Performance Evaluation, that supervisor should participate in the discussion with the employee.

5. SUPERVISOR RESPONSIBILITIES

1. Each employee's immediate supervisor is responsible for evaluating the employee’s performance. In the event an employee reports to more than one supervisor, one shall be assigned as the primary evaluator, and the other will indicate concurrence/non-concurrence in the Performance Evaluation Form. Should the non-primary supervisor not concur with the primary supervisor’s evaluation of the employee, he or she shall provide an addendum with supporting documentation. Evaluations shall be based on the direct observation of the evaluator and/or information that has been verified by the evaluator. The evaluator shall include a statement in the evaluation explaining what steps were taken to verify the information received.
2. Supervisors are encouraged to develop quantitative resources and/or documentation that demonstrate the employee’s attainment of Office goals and unit expectations. Patrol supervisors are encouraged to utilize quantitative measures.

3. Throughout the rating period supervisors should retain documentation of specific occurrences of exceptional and below standard performance (e.g., exceptional investigation, positive letter from a prosecutor, citizen or fellow employee, etc.). Significant performances shall be documented on a Performance Incident Report form.

4. **PROBATIONARY EMPLOYEE WEEKLY OBSERVATION REPORT**

   1. The Probationary Employee Weekly Observation Report shall be used by supervisors to document the progress of probationary employees. The report should be completed by the supervisor assigned to the probationary employee’s work shift. The report will be completed for each week the probationary employee is at work and discussed with the employee.
   2. The report will be used to identify the probationary employee’s demonstrated strengths and weaknesses. When a weakness is identified the report will be used to document the remedial training provided to the probationary employee.
   3. The report will be used as a tool to identify and document when a probationary employee is not on track to successfully complete the probationary period. If a probationary employee is in jeopardy of not completing the probationary period or their performance is being reviewed for termination additional documentation supporting this finding will be attached to the report.
   4. Once the report has been reviewed by the employee and the employee’s chain of command it shall be forwarded to the Training Sergeant for review.
   5. Probationary Employee Weekly Observations Reports shall be placed into the employee’s personnel file.

5. **PERFORMANCE INCIDENT REPORT (PIR)**

   1. The Performance Incident Report may be used by supervisors to document the performance of an employee. The Performance Incident Report may be completed to document performance that is substantially above or below what is expected of a trained and experienced employee. Any Performance Incident Report produced as a result of unsatisfactory performance shall have incorporated an action plan to remedy the matter.
   2. Repeated incidents of similar unsatisfactory performance may be considered misconduct. Misconduct by an employee shall be documented in accordance with the Internal Investigations Standard Operating Procedure, Office Policy and Procedures Manual, and the current respective Labor Contract.
   3. All Performance Incident Reports shall be retained in an evaluation file under the control of the supervisor during the evaluation period. Performance Incident Reports produced as a result of unsatisfactory performance shall be
commented upon in the Performance Evaluation, but need not be attached, provided the employee has corrected the issue and there has not been a reoccurrence of the same performance. The corrective behavior shall also be commented upon.

4. All other Performance Incident Reports shall be attached to the Annual Performance Evaluation and submitted for review.

5. The Performance Incident Report is part of a multi-use template labeled “Performance Form”. This form may also be used to document employee counseling or a nomination for an award.

8. PERFORMANCE PRE-EVALUATION FORM

1. Employees shall be provided a Performance Pre-Evaluation Form by their supervisor at least two weeks prior to the end of the rated period. The utilization of the Performance Pre-Evaluation Form is optional and at the discretion of the employee.

2. Employees are encouraged to complete the Performance Pre-Evaluation Form and provide their supervisor with a copy prior to the supervisor completing the Performance Evaluation. The Performance Pre-Evaluation Form offers employees the opportunity to share their perceptions of their job performance, growth, and development. The Performance Pre-Evaluation Form, if completed, shall be attached to and submitted with the Performance Evaluation. When completing the Performance Pre-Evaluation form, the employee should:

   a. Provide their supervisor with a self-assessment of accomplishments with respect to goals/duties and job performance;

   b. Provide input to their supervisor in the development of individual employee goals that contribute to departmental goals and the organization's mission;

   c. Discuss concerns and/or questions about any part of their job description.

9. ASSESSMENT OF SUPERVISORS

1. The importance of leadership in the Office cannot be overstated. Leaders influence employees to believe they have a great purpose, do worthwhile work, and have an opportunity to make a difference. Leadership is an increasingly demanding and complex task. The context of leadership as it applies to the office values shall be taken into consideration when determining the effectiveness and developmental needs of supervisors.

2. Management recognizes the value of 360 degree feedback as it relates to supervisor performance and leadership. In order to bring together the varying perceptions of supervision and leadership, the “Assessment of Supervisor Form” shall be utilized. Subordinate employees will assess their immediate supervisor using the office values as an outline to form an objective response. Responses from subordinate employees shall be kept confidential. The
“Assessment of Supervisor Form” shall not substitute for direct observation of performance by the rating supervisor. The intent of the form is to allow supervisors an opportunity to examine their own development level as a leader.

3. Supervisors charged with evaluating subordinate supervisors shall disseminate the “Assessment of Supervisor Form” to each of the subordinate supervisor's employees. (E.g. Lieutenants shall provide a form to each deputy that works for a Sergeant they are charged with evaluating). The form shall be disseminated and returned prior to any employee receiving a performance evaluation. A summary of comments from the Assessment of Supervisors forms shall be annotated in the Leadership section of the Performance Evaluation Form.

10. PERFORMANCE EVALUATION INTERVIEW – COMMAND REVIEW

1. Whenever an employee is evaluated by his/her supervisor, he/she will discuss the evaluation with the evaluating supervisor and at that time both parties will sign it. The supervisor shall then forward the evaluation up the chain of command to the appropriate Bureau Chief. When the Bureau Chief has reviewed and signed the evaluation, those that are exceptional in nature or are cause for concern shall be forwarded to the Undersheriff and Sheriff for review. All Lieutenant and above commissioned evaluations and civilian manager level evaluations shall be sent up the chain of command for Sheriff’s review. All others shall have “not required” written in the Sheriff line. The original shall be sent up to the Administrative Secretary or Admin floor LES for filing in the employee’s personnel file, and a copy will be sent back to the employee.

2. The confidentiality and privacy that apply to an employee’s official personnel file should also apply to employee evaluations entered into computerized files. No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator.

3. At the time of evaluation, the employee shall have the opportunity to provide written comments or add relevant materials which may supplement or enhance the evaluation. The comments or additional relevant materials, if any, shall be attached to the employee’s evaluation and placed in the employee’s personnel file.

4. The annual period within which written performance evaluations of employees are to be provided shall be determined by the Sheriff or his designee.

11. APPEAL PROCESS

1. In the event that the employee disagrees with any of the indicated ratings and/or comments, and wishes to appeal, the employee shall sign in the block
indicating **I request an appeal of this evaluation.** This signature is in addition to the previous signature indicating the employee has read and discussed the evaluation with his or her supervisor. The employee shall draft a memorandum outlining the disputed rating and attach it to the evaluation.

2. The Performance Evaluation shall then be forwarded to the appropriate Bureau Chief for assignment to a supervisor of higher rank than the evaluating supervisor to function as an Appeal Officer. The Appeal Officer will hold a timely review by discussing the disputed rating with the evaluating supervisor and the employee.

3. The Appeal Officer's signature indicates that the requested review has been completed and any deletions, additions, and/or changes have been made. The decision by the Appeal Officer is usually final; however, the employee may petition the Undersheriff for review. After review, the Appeal Officer shall return the Performance Evaluation back up the chain of command for review.

4. Reviewing supervisors, up to the Undersheriff, shall sign indicating they have reviewed the Performance Evaluation.
2.00/000.00 MISSION STATEMENT

Our Mission is to provide safe communities through dedicated and professional services.

2.00/005.00 Vision statement

It is our promise that Snohomish County will have a Sheriff’s Office that is community-minded, progressive and professional.

2.00/010.00 Statement of Values

1. The Snohomish County Sheriff’s Office is comprised of people who share a common belief and goal to provide the most progressive and professional services possible to the public. To achieve this, we must accept and adhere to basic values. These values are a vital part of the Sheriff’s Office and give us the spirit and direction to achieve our goals.

2. VALUES:

   A) INTEGRITY: We adopt an uncompromising approach to the highest ethical standards, being honest, truthful, and worthy of trust.

   B) COMMITMENT: We are dedicated to the Office’s Mission, to the development and support of employees and to the highest standards of professional conduct.

   C) DIGNITY: We believe in the importance of treating others with respect and in conducting ourselves in a manner which inspires respect.

   D) PRIDE: We believe in who we are, what we do, and working hard to do the job right.
SNOHOMISH COUNTY SHERIFF'S OFFICE

PROBATIONARY EMPLOYEE WEEKLY OBSERVATION REPORT

Employee: Rating Dates From: to:

Supervisor:

During this period the Probationary Employee demonstrated strengths in the following areas:

During this period the Probationary Employee demonstrated weaknesses in the following area(s):

In the area(s) identified as "weaknesses" the following remedial training was conducted:

The Probationary Employee did not respond well to the following remedial training:

☐ The Probationary Employee's work product is acceptable.

☐ The Probationary Employee’s work product is unacceptable.

Justification: (Only if unacceptable)

Check one of the below options:

☐ The Probationary Employee is on track to successfully complete the probationary period.

☐ The Probationary Employee is in need of additional training to complete the probationary period.

☐ The Probationary Employee is not responding to training and in jeopardy of not completing the probationary period. (Attach additional documentation to support this finding)

☐ It is recommended that this Probationary Employee’s performance be reviewed for termination. (Attach additional documentation to support this finding)

Signatures:

<table>
<thead>
<tr>
<th>Master Patrol Deputy</th>
<th>Sergeant</th>
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<table>
<thead>
<tr>
<th>Probationary Employee</th>
<th>Date</th>
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</table>

Initials:

Precinct Lieutenant: ☐

Training Sergeant: ☐

Please forward completed form to the Training Sergeant, Organization Development Division.

Document 1
# Snohomish County Sheriff's Office

## Employee Pre-Evaluation Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Position</th>
<th>Date</th>
<th>Evaluation Period</th>
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</table>

- **As a part of the evaluation process, use this form to review, describe, and evaluate your job performance over the past evaluation period. Share this form with your supervisor prior to your performance evaluation meeting.**

1. What were your most significant work-related accomplishments? (Include projects, assignments, new skills or knowledge gained.)

2. How do these accomplishments relate to your key responsibilities and goals for you and your unit/department?

3. Is there anything you didn’t accomplish that you had planned on accomplishing? If so, why?

4. What are your goals for the next evaluation period?

5. How will you accomplish these goals?
6. What do you need to accomplish these goals?

7. How can your supervisor help you to work more effectively and support your goals?

8. How can your team help you achieve your goals?

9. What additional training or development would help you improve and/or enhance your work performance?

10. What feedback or suggestions do you have to improve your unit and/or department?
Snohomish County Sheriff's Office

PERFORMANCE INCIDENT REPORT

EMPLOYEE:

SUBJECT:

COMMENTS:

SUPERVISOR'S SIGNATURE: _______________________________ DATE: _____________

EMPLOYEE'S SIGNATURE: _______________________________ DATE: _____________

Note: The employee's signature does not necessarily indicate agreement with this report. This form is to be used for the sole purpose of aiding in the preparing of the employee Evaluation.

Performance Incident Report.dot
## Snohomish County Sheriff's Office
### ASSESSMENT OF SUPERVISORS

| Supervisor's Name |  |
| Rater's Name (Optional) |  |

<table>
<thead>
<tr>
<th>Rating Scale (circle one)</th>
<th>Low</th>
<th>High</th>
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<tbody>
<tr>
<td><strong>Leadership</strong> (Commands respect, leads by example, clear expectations, accountability)</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Comments</td>
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<tr>
<td><strong>Integrity</strong> (Trustworthy, does what's right)</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Comments</td>
<td></td>
<td></td>
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<tr>
<td><strong>Commitment</strong> (Dedication and loyalty to duty, office)</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Comments</td>
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</tr>
<tr>
<td><strong>Dignity</strong> (Treats people with respect)</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Comments</td>
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<tr>
<td><strong>Pride</strong> (Furthers office mission, appearance, inspires others)</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Comments</td>
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</table>

*In order to provide full and accurate feedback on a supervisor’s performance it is important to get input from those that supervise and from those that are supervised. Please fill out this form as accurate as possible with specific examples to support the assessment. Identity of person doing the assessment is optional.*
# SNOHOMISH COUNTY SHERIFF’S OFFICE

## PERFORMANCE EVALUATION

<table>
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<tr>
<th>Rating Period from</th>
<th>to</th>
<th>Type of Evaluation</th>
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<tr>
<th>Employee Name:</th>
<th>Personnel Number:</th>
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<tr>
<th>Assignment:</th>
<th>Secondary Assignments:</th>
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<tr>
<th>Total Training Hours:</th>
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<th>Supervisor Rank, Name:</th>
<th>Personnel Number:</th>
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<th>Initials</th>
<th>This Evaluation is based on:</th>
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- NOT OBSERVED: Insufficient observation period or direct contact by the rating supervisor to form an objective evaluation.

During this rating period the employee has received:

- [ ] Initial and midterm Performance Evaluations
- [ ] Additional Performance Incident Reports

During this rating period the employee has received the following training:

I have read and discussed this evaluation with my supervisor.

<table>
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<tr>
<th>Employee Signature</th>
<th>Date</th>
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I request an appeal of this evaluation

<table>
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<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Appeal Officer</th>
<th>Date</th>
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### Administrative Review

<table>
<thead>
<tr>
<th>Lieutenant / Supervisor</th>
<th>Captain / Manager</th>
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<tbody>
<tr>
<td>Bureau Chief</td>
<td>Sheriff</td>
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Initialed by: Rater: Ratee:
PERFORMANCE RATING STANDARDS
(Supervisors shall review rating standards with each employee)

EX - EXCEPTIONAL: The employee frequently exceeds all the expectations for this responsibility and objective. He/she possesses superior knowledge of major aspects of this job task and has experience in this area. This rating is used as special recognition for extraordinary accomplishments that have significant impact on the organization. Work performance is clearly superior or outstanding compared to the performance requirements for the position. Documentation must be presented in the Comments section to substantiate this rating.

AS - ABOVE STANDARD: The employee achieves and exceeds expectations for this responsibility and objective. He/she demonstrates necessary skills, abilities, and commitment required for this job task. He/she possesses a working knowledge of the major aspects of this job task and has had experience in this area. This rating is for unusually effective employees who sometimes perform above what is normally expected.

MS - MEETS STANDARD: The employee generally meets established expectations for this responsibility and objective. He/she demonstrates the required skills, abilities and commitment for this job task. He/she possesses some knowledge of this requirement for the job and has had experience in this area. This rating describes the employee whose overall performance is satisfactory and any minor areas where performance should have been better were counter balanced by performance beyond expectations. THIS IS THE PERFORMANCE WHICH IS EXPECTED OF THE TRAINED AND QUALIFIED EMPLOYEE.

IN - IMPROVEMENT NEEDED: Shows capability, but in a variable manner; improvement needed in key areas. The employee does not always meet all expectations for minimum performance identified for this responsibility. He/she possesses most necessary knowledge, skills, and abilities required for this job task, but additional training or commitment is required. This rating also describes the employee who sometimes meets only the minimum position requirements and whose performance could be improved through development, experience, and/or application. Documentation must be presented in the Comments section to substantiate this rating.

UN - UNSATISFACTORY: An essential part of the work performance is inadequate and definitely inferior to the standard of performance required for the position. The employee does not meet expectations for this responsibility and objective. He/she does not demonstrate the necessary knowledge, skills, abilities, and commitment required for this job task. This rating describes the employee whose successes have been only occasional, or whose performance has deteriorated. Immediate and substantial improvement is needed. A performance improvement plan needs to be developed. Documentation must be presented in the Comments section to substantiate this rating.

NR - NOT RATED: This rating indicates a significant portion of the category was not observed or is not applicable to the employee.

Initialed by: Rater: Ratee:
COMMENTS

(MANDATORY) Document any Exceptional, Unsatisfactory or Improvement Needed rating. Supportive information may consist of incorporation of attachments by reference. Comments are required when other documentation is not included. Letters of Corrective Counseling and disciplinary actions may be commented on, however, they should not be attached. Supervisors will provide a narrative for all employees regardless of their overall rating.

(OPTIONAL) Rater may incorporate by reference any documentation used to support ratings or other performances. Special contributions by the employee may also be noted in this section.

I. GENERAL PERFORMANCE

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<tr>
<td>1.</td>
<td>Maintains a good attendance record and is punctual.</td>
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<td>2.</td>
<td>Adheres to Office rules and regulations.</td>
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<td>3.</td>
<td>Demonstrates dress and grooming that is appropriate for assignment.</td>
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<td>5.</td>
<td>Produces work that is accurate and thorough; corrections or improvements are rarely required.</td>
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<td>6.</td>
<td>Produces an acceptable quantity of work.</td>
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<td>7.</td>
<td>Makes appropriate decisions in a timely manner.</td>
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<td>8.</td>
<td>Performs effectively and appropriately under stress.</td>
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<td>9.</td>
<td>Uses common sense and good judgment.</td>
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<td>10.</td>
<td>Completes routine tasks with little or no supervision.</td>
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<td>11.</td>
<td>Makes good use of time; prioritizes work appropriately.</td>
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<td>12.</td>
<td>Makes effective and economical use of all available resources.</td>
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<td>13.</td>
<td>Acknowledges and accepts responsibility for own mistakes; uses as a learning experience.</td>
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<td>14.</td>
<td>Completes assignments promptly; meets deadlines.</td>
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<td>15.</td>
<td>Other:</td>
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COMMENTS (Use additional sheet if needed.)

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Initiated by: Rater:_________ Ratee:_______
II. TEAMWORK

1. Works effectively with and promotes cooperation within the work group.
2. Interacts professionally and effectively with other members of the Office.
3. Interacts professionally and effectively with other agencies.
4. Supports and encourages co-workers.
5. Is approachable and open to suggestions.
6. Accepts supervision and direction in a positive manner.
7. Actively assists other team members with the collective workload.
8. Other:

   **COMMENTS** (Use additional sheet if needed.)

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III. COMMUNICATION SKILLS

1. Speaks in a clear, concise, and courteous manner.
2. Speaks comfortably and appropriately to individuals or groups in the community.
3. Produces well organized, accurate, and complete documents.
4. Listens patiently and attentively, showing empathy and compassion.
5. Demonstrates effective verbal control of incidents or persons.
6. Other:

   **COMMENTS** (Use additional sheet if needed.)

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Initialed by: Rater: Ratee: _______
IV. PROBLEM SOLVING AND INITIATIVE

1. Identifies problems, develops solutions, and applies them in a timely manner.
2. Demonstrates the ability to produce permanent solutions to problems and community needs.
3. Demonstrates the ability to make decisions under stress.
4. Solicits other opinions, when appropriate.
5. Adapts to new operating conditions and change.
6. Searches for ways to streamline tasks and processes for maximum efficiency.
7. Other:

COMMENTS (Use additional sheet if needed.)

V. TECHNICAL SKILLS

1. Demonstrates a working knowledge of laws, Office policies, and procedures.
2. Uses information systems appropriately and effectively.
3. Completes investigations/projects following a logical progression.
4. Demonstrates skills in the performance of duties which ensure officer safety as well as the safety of other employees and the public.
5. Collects and processes evidence appropriately.
6. Uses effective interviewing techniques.
7. Uses police radio and other communications equipment appropriately.
8. Demonstrates safe and effective driving skills.
10. Uses/maintains job-specific equipment proficiently, appropriately and safely
11. Other:

COMMENTS (Use additional sheet if needed.)

Initialed by: Rater: _______ Ratee: _______
### VI. LEADERSHIP
(Mandatory rating section for supervisors, managers and trainers. Optional for other employees)

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<tr>
<td>1. Establishes and communicates Department values and expectations through teaching and coaching. Leads by example.</td>
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<tr>
<td>2. Provides candid feedback to employees supervised.</td>
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<td>3. Gives credit where credit is due.</td>
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<td>4. Recognizes employee problems early and initiates appropriate action.</td>
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<td>5. Counsels and encourages employees regarding professional development.</td>
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<td>6. Evaluates employees in a timely, thorough and objective manner.</td>
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<td>7. Maintains order and discipline.</td>
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<td>8. Trains others effectively.</td>
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<td>9. Delegates tasks effectively and appropriately.</td>
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<td>10. Other:</td>
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**COMMENTS** (Use additional sheet if needed.)

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Initialed by: Rater:__________ Ratee:__________
VIII. GOAL SETTING
(MANDATORY)
In this section list all goals for the next rating period, that would improve the employee's performance or knowledge. The goals should be specific and reasonably attainable. Progress toward goals set in the previous evaluation should also be noted in this section.

Goals will be established jointly with employee.

IX. EMPLOYEE COMMENTS
(MANDATORY)
In this section the employee shall note what he/she will do to maintain or improve work performance or knowledge. The employee may also note areas of disagreement with ratings in this evaluation. (Comments here do not constitute a formal appeal.)

Initialed by: Rater: Ratee:
OFFICER INVOLVED DOMESTIC VIOLENCE
OFFICER INVOLVED DOMESTIC VIOLENCE INCIDENTS

1. PURPOSE

The purpose of this policy is to establish clear procedures for investigating, responding and reporting to domestic violence incidents involving Sheriff’s Office employees and law enforcement officers from other agencies.

2. POLICY

Public confidence in law enforcement is important to our ability to maintain public safety. Public trust is maintained through the investigation and timely reporting of domestic violence and incident involving citizens including law enforcement employees. Therefore, the Sheriff’s Office shall:

1. Promptly respond to allegations of domestic violence and/or domestic dispute by an employee according to this policy and all applicable laws.
2. Give primary consideration to protections of the victim of domestic violence and enforcement of the laws.
3. Respect the due process rights of all employees, according to applicable legal precedent and collective bargaining agreements.
4. Expeditiously report and conduct thorough investigation into any allegation of a law enforcement employee involved in domestic violence.
5. Train employees and seek to educate their families about intimate violence and avenues for assistance.

3. DEFINITIONS

For the purpose of this policy, the following definitions will be applicable:

1. “Domestic Violence” as defined in RCW 10.99 to include two elements:
   a. a relationship between the perpetrator and the victim defined in RCW 10.99.020(3);
   b. that a criminal act has occurred as defined in RCW 10.99.020(5).
2. “Domestic dispute” is an incident involving a relationship defined in RCW 10.99.020(3) where there was no criminal action involved.
3. “Law Enforcement Officer” means a general authority Washington peace office as defined in RCW 10.93.020, any person appointed under RCW 35.21.333, and any person appointed or elected to carry out the duties of the Sheriff under chapter 36.28 RCW. This definition shall include limited commission personnel such as Reserve Deputies and Reserve Police Officers.
4. “Deputy” includes all commissioned personnel of the Snohomish County Sheriff’s Office.
5. “Employee” means any persons currently employed with the Sheriff’s Office.
4. RESPONSE: PATROL DEPUTY

1. A patrol deputy dispatched to a domestic violence incident or domestic dispute or an allegation thereof involving a law enforcement officer shall respond to the location. “Response” will not be by telephone or other electronic means. These types of incident shall require a minimum two deputy response.

2. Upon arrival at the scene, the deputy shall confirm that a domestic violence incident or a domestic dispute involving a law enforcement officer has taken place. Responding deputies shall contact their immediate supervisor and request their presence at the scene.

3. Deputies investigating a domestic violence incident or dispute involving a law enforcement officer shall ensure that the scene is fully documented and protected, that evidence is documented and preserved, and that statements are documented and collected.

4. Deputies shall base any decision to arrest on probable cause. When probable cause exists for arrest, the arrest shall be made as in all other cases in the community at large.

5. In situations where the arrest of a law enforcement officer is required under RCW, deputies shall attempt to secure and remove all firearms from the residence. If a firearm is used in an incident it shall be processed as evidence. Deputies shall suggest to the victim that those firearms not utilized in the incident be voluntarily relinquished for safekeeping. Otherwise, the decision of whether to seize non-involved firearms shall be based on laws pertaining to such seizure(s). Refer to “Supervisor Response” #2 for actions specific to Sheriff’s Office personnel.

6. Deputies shall give all domestic violence victims domestic violence pamphlets that include information regarding additional resources that are available to them throughout the community.

7. All incidents of domestic violence or domestic dispute involving law enforcement personnel, whether confirmed or merely alleged, shall be fully documented in an incident report. Personnel involved with the incident shall write and submit their reports prior to the end of their shift. All reports related to the incident shall be completed and submitted prior to the end of the shift.

5. RESPONSE: SUPERVISORS

1. A supervisor, upon being advised of a domestic violence incident or dispute involving a law enforcement officer, shall respond to the location. “Response” shall not be solely by telephone or other electronic means. The supervisor shall ensure that the watch commander has been notified under the below listed guidelines.

2. If the incident involves a law enforcement officer who is a member of the Snohomish County Sheriff's Office, the following shall occur:
   a. A patrol sergeant from the precinct where the incident occurred shall respond to the location. If the incident occurred outside Sheriff’s Office jurisdiction, the patrol supervisor from the nearest precinct shall respond to the location.
b. If the employee involved is a sergeant or above the watch commander shall respond to the location. This response is required for all in-county and adjacent county incidents regardless of jurisdiction. For incidents occurring beyond the adjacent counties, command staff approval will be required.

c. The on-scene supervisor shall, as soon as practical, notify the employees appropriate division commander or assistant commander of the incident.

d. Where the incident involves a division commander or higher rank, the appropriate Command Staff will be notified and shall respond to the scene. This response is required for all in-county and adjacent county incidents regardless of jurisdiction.

e. Where the sworn employee is identified as the primary aggressor, it is the responsibility of the senior on scene supervisor to fully brief the appropriate command staff personnel of the incident so that proper consideration can be made as to whether or not the employee will be relieved of issued weapons, equipment and identification; as well as suspending law enforcement powers pending resolution of an investigation.

3. If the incident involves a law enforcement officer from another agency the following shall occur:

a. An SCSO patrol sergeant will respond to the location.

b. If the person involved is a lieutenant or above, the watch commander shall respond to the scene.

c. The senior on-scene supervisor will contact the watch commander or appropriate on-duty supervisor of the involved person’s agency and request a supervisor from their agency respond to the scene.

d. If a law enforcement officer from another agency is arrested, the on-scene supervisor shall contact the employing agency as soon as practical, but at least prior to custody transport and request an administrative authorization to seize that employee’s duty weapon(s) and agency identification or arrange for the employing agency to do so.

e. The senior on-scene supervisor shall also notify the Patrol Division Commander of the incident and circumstances.

f. In all instances, Sheriff’s Office personnel shall maintain authority over the scene.

4. The senior supervisor shall ensure that the scene is adequately documented, that evidence is collected, and that statements are obtained from all parties involved.

5. The supervisor shall ensure that incidents of domestic violence investigated by SCSO involving other agency personnel are reported to their agency head. The supervisor shall document that notification in his written report.

6. In the event that an act of domestic violence is alleged to have been committed by a law enforcement agency head, prompt notification shall be made to the
employing entities chief executive officer, or in the case of an elected Sheriff, the County’s Prosecutor.

7. All supervisors involved with the incident shall submit their follow up report prior to the end of the shift.

6. REPORT ROUTING

1. A copy of all reports and statements shall be forwarded via the appropriate chain of command to the Sheriff for review. Access to all copies of the report are restricted to a “read only” status during the investigative period or until charges are forwarded to the Snohomish County Prosecutor’s Office. The original report shall be held in the Internal Affairs Office.

2. Following the completion of any internal affairs review or filing of charges with the Prosecutor’s Office, the original report will be forwarded to the Records Division supervisor for data entry. The Records Supervisor will maintain secure access to the file following entry.

7. MEDIA RELEASES, OFFICER INVOLVED DOMESTIC VIOLENCE

All media releases pertaining to a domestic violence incident involving a law enforcement officer shall be made by the Public Information Officer unless otherwise directed by the Sheriff or his designee.

8. CULPABILITY OF EMPLOYEES WITH KNOWLEDGE

1. Any Sheriff’s Office employee who possesses knowledge or information of a domestic violence incident or dispute occurring which involves a law enforcement officer shall notify their supervisor immediately. A complete written report shall be submitted to that supervisor or to internal affairs within 24-hours.

2. Employees are expected to fully cooperate with the investigation of allegations under this Standard Operating Procedure.

3. Employees who are victims of domestic violence are encouraged to request assistance, but are not subject to punitive measures for failing to report their abuse.

4. Employees shall report incidents of witness or victim intimidation. This action will include, but is not limited to a report to their supervisor and/or through internal affairs.

5. Failure to notify a supervisor or appropriate jurisdiction may result in disciplinary action against that employee (Snohomish County Sheriff’s Policy & Procedure Manual 7.02/020.00).
9. VICTIM SAFETY AND NOTIFICATIONS

In those situations where the primary aggressor is a law enforcement employee, SCSO personnel will make all reasonable efforts to provide proper support and assurance to the victim, and to work to eliminate fears of reprisal or improper investigative or administrative actions(s). The Sheriff’s Office will make available to the victim:

1. Information on how to obtain protection orders and/or removal of weapons from his/her home.
2. Assistance with obtaining such orders in coordination with domestic violence victim advocates.
3. Information regarding public and private domestic violence advocacy resources to include the Washington State Domestic Violence Hotline.
4. Written assurance to coordinate victim notification regarding criminal and administrative investigative processes through a designated liaison in order to assist with victim safety.
5. When the primary aggressor is an employee of the Sheriff’s Office the victim will be provided with a point of contact to assist them through the investigative process. The senior on-scene supervisor will fulfill that role until/unless relieved by command staff. When appointing a replacement point of contact the person selected shall be of equal rank or one rank higher than the perpetrator and will not be the assigned investigator(s).

10. INFORMATION NOTIFICATION REQUIREMENTS

1. When a law enforcement agency responds to a call in which any Sheriff’s Office employee is alleged to have been involved in a domestic violence dispute or committed an act of domestic violence, the involved employee must immediately report that police response to their supervisor.
2. A written report documenting the information must be completed within 24-hours of the time the employee is made aware of the allegation of domestic violence.
3. When an employee becomes the subject of an investigation of child abuse or neglect, or becomes subject to an order under RCW 26.44.063 or RCW 26.50 or any equivalent order issued by another state or tribal court, that employee must immediately report the fact to their supervisor.
4. A written report must follow within 24-hours of the service or employee notification of a court order which includes a copy of any order and any notices of court dates, appearances or proceedings received by the employee.

11. INFORMATION, EDUCATION, AND TRAINING

The Snohomish County Sheriff's Office will provide training on domestic violence through the following means:

1. Recruit training (Field Training Program)
2. Administrative Command and Supervisor’s Training
3. Roll-call training
4. In-Service training
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Student Internship Program (194_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

STUDENT INTERNSHIP PROGRAM
STUDENT INTERNSHIP PROGRAM

The Snohomish County Sheriff’s Office offers an internship program to college students that seek professional experience in the criminal justice field.

1. PURPOSE

The primary goal of the student intern program is to further prepare and develop qualified college students to enter the field of law enforcement while promoting their successful completion of a college degree program.

The intern program will offer college students, who are interested in a possible career in law enforcement, a rewarding and insightful experience by providing exposure to various divisions and assignments in the Office. The intern will be afforded the opportunity to work with experienced police officers, detectives and civilian employees. The intern will be assigned to a precinct or specialty assignment for one term (normally 10-weeks or one college quarter).

2. GENERAL DIRECTION

This policy outlines the procedure for processing student intern applicants, including recruitment, placement and supervision. The primary role of a student intern is a support function.

3. DETAILED PROCEDURES

1. The Planning and Research Deputy will oversee the internship program and serve as the coordinator. Students may be considered for the Fall, Winter, Spring and Summer terms.

2. Inquiries: The Snohomish County Sheriff’s Office will accept internship applications from both in and out of state college and university students that possess Memorandums of Understanding (MOU) with the Office. Preference will be afforded to students that attend Snohomish County colleges and Universities. To be considered for an internship, the applicant must:
   a. Be enrolled as a full-time student in an accredited college majoring in criminal justice studies or a related field.
   b. Submit a Snohomish County Sheriff’s Office application and letter of interest that details the reason(s) that the student seeks an internship with the Snohomish County Sheriff’s Office, the college quarter for which they are applying (including dates of the quarter/semester), and the number of credit hours that they are seeking.
   c. Provide a description of the associated college’s internship program to include:
i. program chair or departmental liaison
ii. number of work hour required to achieve the requested college credit hours
iii. college course description for internship class or program
d. A letter of recommendation from the program chair or departmental liaison.
e. Meet or exceed the minimum qualifications (See E below).
f. Successfully complete the pre-employment process.

3. The Planning and Research Deputy will process student interns. Candidates will be processed as follows:
   a. Prescreening interview (by telephone for out of state applicants)
   b. Fingerprinting and background waiver completion
   c. Customary records check and background
   d. Completion of background questionnaire by the applicant and subsequent review by the polygraph examiner
   e. Polygraph examination
   f. Controlled substance screening
   g. Final review of applicant materials or pre-employment packet
   h. Placement if pre-employment file is approved (notify student if application is denied)
   i. Sign a contract that provides the beginning and end date of the internship, the amount of hours the intern will work, and the scope of the duties. The candidate will also sign a confidentiality statement.

4. Placements: Once the student has successfully been processed, the Planning and Research Deputy will find a suitable assignment for the intern. Any Bureau or Precinct within the Department may request an intern. The Bureau or Precinct with the greatest need at the time of placement will be a determining factor as to where the intern is placed.
   a. The Bureau or Precinct receiving the intern will be responsible for the intern’s duties while completing the internship. Supervisors responsible for the intern should utilize the intern in the most beneficial way possible and supplement their academic assignment with police type functions, such as patrol ride-alongs, assignment to an investigative unit, administrative functions, and other temporary assignments that would round out their internship.
   b. Interns may operate police vehicles to run errands, etc. upon the successful completion of the SCSO Training Unit’s Defensive Driving Course. A driving record assessment (ADR review) should be completed by the intern’s supervisor prior to the intern’s use or operation of any county vehicle.
c. Interns will be issued and wear Sheriff’s Office ID badge at all times while representing the Office or in Sheriff’s Office facilities.
d. The intern’s immediate supervisor is responsible for completing any of the school correspondence pertaining to the intern’s performance. The supervisor should monitor the intern’s attendance, skills and abilities, and make overall assessments of the student’s progress so that the school evaluations can be completed.
e. Discipline issues will be the responsibility of the Bureau or Precinct where the intern is assigned. The intern coordinator should be notified of any discipline that may lead to the intern’s termination.
f. At the end of the college term (quarter or semester), the intern’s immediate supervisor shall relieve the intern of any duties assigned, collect any identification or access cards provided, and complete any necessary evaluation paperwork. Interns that express a desire to remain with the Office may be instructed to contact the Director of Community Partnerships to inquire about a volunteer position.

5. Records: The Planning and Research Deputy will maintain a record of the applicants who apply for and complete an internship with the Department.

5. THE POSITION

The Police Internship Program is a “civilian, part-time, at-will” program designed specifically for actively enrolled college students interested in a career in law enforcement.

6. RECRUITMENT STANDARDS

1. Education: Completion of the twelfth grade or the equivalent. Applicants must be enrolled in a recognized/accredited college and must maintain a minimum of 12 units for each of the semesters/quarters of the school calendar year.
2. Experience: None
3. Age: At least 18 years of age at the time of their appointment.
4. Hiring Process: General Qualification Screening; Oral Interview with the Planning and Research Deputy; Criminal History Background Check/ Evaluation; Polygraph Examination; and Drug Screening
5. No use, possession, or sale of illegal controlled substances for a period of five (5) years prior to the date of application, with the exception of marijuana which shall be assessed at a period of two (2) years preceding the date of application.
6. Other Requirements: A valid Washington State Driver’s License; satisfactory driving record; not on probation; and not convicted of a felony or domestic violence offense.
7. APPLICATION PROCESS

1. Interested students may call (425) 388-3229 for information or an application. Also, applications may be completed using the Sheriff’s Office website (http://sheriff.snoco.org).

2. Applications will be reviewed periodically as vacancies occur. At that time, applicants will be notified of their status based upon the application review. Highly qualified applicants will be invited to participate in the interview process and associated examinations.
Evergreen State Fair (163_0).pdf
EVERGREEN STATE FAIR
EVERGREEN STATE FAIR

1. GENERAL

The following shall randomly address various issues and circumstances surrounding Sheriff’s Office activity at and during the Evergreen State Fair. Circumstances not covered in this policy shall be handled per current Sheriff’s Office policy outlined in the Policy and Procedure Manual and Standard Operating Procedures.

2. EVERGREEN STATE FAIR OPERATING POLICY

2.1 UNIFORM AND EQUIPMENT

The uniform shall be the standard duty uniform with portable radio (with DEM and S&R frequency) and flashlight. Sheriff’s Office uniform shorts are authorized. Office issued black baseball cap may be worn. Bicycle uniform shall be worn by deputies assigned to bike patrol duties. Jumpsuits are not authorized.

2.2 ASSIGNMENTS

Deputies shall check in at the Fairgrounds Command Post sufficiently early to receive their assignments. Deputies that cannot work their assigned shift shall contact the Fairgrounds Commander. Deputies shall not find their own replacement. All assignments will be scheduled, by the fairgrounds commander or his designee, in the fairest and most equitable manner possible under the existing circumstances.

2.3 GATE DUTY

There shall be two primary gate positions West and East. The North (aka White) gate shall be a duty assignment for special events only. The primary responsibility of deputies assigned to gate positions will be the safeguarding of ticket sales personnel and monetary receipts. **Deputies shall not leave their gate assignments until properly relieved.**

2.4 ZONE DUTY

The Fairgrounds are divided into three zones. The assigned deputies’ primary responsibilities are foot patrol and responding to problems in their assigned zone, to include parking areas within their zones.

2.5 ROVER DUTY

The deputies’ primary responsibility is foot or bike patrol of entire Fairgrounds. With emphasis in the parking, concession, and carnival areas.
2.6 DISPATCH DUTY
The deputy assigned to dispatch duty shall operate the base station radio located in the Fairgrounds Command Post. Responsibilities include: monitoring of radio traffic, referring walk-in complaints, dispatching emergency and service requests, scheduling duty assignments and rotation, maintaining computer log entry, and other duties as directed by the Fairgrounds Commander.

2.7 ARRESTS
The arresting deputy is responsible for completing appropriate forms and reports. The Fairgrounds Commander, or his designee shall make arrangements for transport of individuals to the jail.

2.8 REPORTS
Reports will be written and case numbers assigned on all incidents per the Sheriff’s Office Policy and Procedures Manual and/or as directed by the Fairgrounds Commander. All reports shall be turned in at the end of shift.

2.9 CONCERTS
Personnel will be assigned to work crowd control during concerts. Aisles and stairways shall be kept clear at all times and no one shall be permitted to stand at guard rails.

2.10 GANG ACTIVITY
A firm posture shall be displayed toward gang-type activity. Individuals or groups of trouble makers shall be removed from the Fairgrounds for the duration of the Fair. Their names and incident information will be logged at the Command Post. “Gang-type” activity shall include but not be limited to specific activity, criminal or anti-social in nature, which is intimidating or disrespectful to the general population attending the fair.

2.11 EATING/SMOKING BREAKS
Deputies shall not eat while walking around, at the gates, or at a concert. Deputies shall not smoke in view of the public or in the vicinity of the Command Post.

2.12 DEAD BATTERIES/LOCKOUTS
Deputies shall not render assistance to persons with dead car batteries but shall notify Fairgrounds personnel of the problem. Neither Fairgrounds nor Sheriff’s Office personnel will do lockouts except under emergency conditions, i.e., child or animal locked in vehicle.
2.13 EVIDENCE/CONTRABAND
All evidence and/or contraband shall be properly documented, marked, and packed using standard methods. Items will then be secured in evidence lockers at the Command Post temporarily until the booking deputy can transfer items to East Precinct property lockers. Items will be transferred to the East Precinct property lockers by the booking deputy by the end of shift.

2.14 TURNOVER BOOK
Minor incidents that do not necessitate a report and information concerning officer safety, persons and/or activity of interest shall be documented in the Turnover Book.

2.15 ALCOHOLIC BEVERAGES
Alcoholic beverages are not permitted on Fairgrounds property anytime.

2.16 RADIO PROCEDURES
All radio traffic will be conducted in a professional manner. Data checks shall be made through the Command Post. Deputies shall not use SNOPAC for data information.

2.17 CHAIN OF COMMAND
All Sheriff’s Office personnel involved in Fairgrounds security shall be under the authority of the Fairgrounds Commander or his designee.

2.18 DISASTER/CRISIS/BOMB THREAT/ SITUATIONS
In the event of a disaster, crisis, or bomb threat situation the responsibility of Sheriff’s Office personnel shall be to protect the public from becoming harmed by or involved in the disaster, crisis, or bomb threat and to maintain and provide for access to the situation by emergency personnel. Sheriff’s Office personnel becoming aware of such a situation shall contact the Fairgrounds Commander immediately.

2.19 AUTHORIZED FAIRGROUNDS ENTRY
Deputies shall not allow individuals without official authorization entry into the Fairgrounds. Free, or reduced price, fair admission for off duty Sheriff’s Office employees is prohibited.

2.20 EQUIPMENT NEEDS
- Report Forms
- Office Supplies
- Evidence Packaging
- Wall Map /Pocket Maps
- Telephones (2 outside lines)
- Phone List
- List of Contact Persons
- PC Arrest/Booking Forms
- Base Radio with charger
- PC Computer
- Patrol Vehicles (2)
- Vendor List
- Radio Frequency list
- Keys
Digital Forensics Unit SOP 101216.pdf
SNOHOMISH COUNTY SHERIFF’S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff’s Office and supersedes all previous information relating to:

DIGITAL FORENSICS UNIT
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DIGITAL FORENSICS UNIT

PURPOSE

This Standard Operating Procedure is provided as a guideline for personnel assigned to the Snohomish County Sheriff’s Office Digital Forensics Unit, hereafter referred to as the “Digital Forensics Unit”.

This document shall not supersede the Snohomish County Sheriff’s Office Policy and Procedures Manual or any applicable labor agreement language.

MISSION

The mission of the Digital Forensics Unit is to support the mission of the Snohomish County Sheriff’s Office by preserving, processing, and documenting digital evidence in a manner consistent with current legal and technical standards.

RESPONSIBILITIES

The Digital Forensics Unit is primarily responsible for supporting investigations requiring the preservation and examination of digital evidence. These responsibilities shall include, but not be limited to, the following:

- Provide investigative consultation regarding digital evidence
- Seizure of devices as evidence (to preserve data and chain of custody)
- Recover video as evidence (to preserve data and chain of custody)
- Forensic examination of computers, tablets, cell phones, video, etc.
- Copy digital media for the Prosecutor’s Office for trial
- Redact digital media for the Prosecutor’s Office for trial
• Provide Digital Forensics Expert Witness Testimony
• Observe defense experts when they examine evidentiary devices for trial

ORGANIZATION

The Digital Forensics Unit is assigned to the Staff Services Bureau, Investigations Division, General Investigations Unit of the Snohomish County Sheriff’s Office. The General Investigations Unit Sergeant shall provide first level supervision of the Digital Forensics Unit.

GUIDELINES

Detectives assigned to the Digital Forensics Unit shall be familiar with and comply with current applicable federal, state, and local laws, case law, the Snohomish County Sheriff’s Office Policy and Procedure Manual, and the Investigations Division Manual.

TRAINING

Digital Forensics is a rapidly and continually evolving area of investigations which requires a commitment to staying abreast of a vast array of technical training and forensic examination systems. Proper preservation and examination of digital evidence is paramount to ensure successful prosecution and adjudication of crimes involving digital evidence. Digital Forensics Unit Detectives will be responsible for identifying current basic and advanced training which will best accomplish the mission of the Digital Forensics Unit based on available resources.
CASE MANAGEMENT

All cases shall be screened by the General Investigations Unit Sergeant. Digital Forensics Unit Detectives will enter cases and related case information into the Digital Forensics Lab Database. The Digital Forensics Lab Database will also serve as a means of tracking statistics relevant to the Digital Forensics Unit.

CALL OUTS

Digital Forensics Unit Detectives are subject to call outs. Digital Forensics Unit Detectives are required to carry a cell phone unless they are on pre-approved leave. All call outs shall be screened by the General Investigations Unit Sergeant.

SELECTION PROCESS

The selection for the position of Digital Forensics Unit Detective will follow the current guidelines required in the Snohomish County Sheriff’s Office Policy and Procedures Manual and as outlined in the current labor agreement with the Deputy Sheriff’s Association. Due to the technical nature of the Digital Forensics Unit, the selection process will take into consideration recommendations provided by Detectives currently assigned to the Digital Forensics Unit. Digital Forensics Unit training is costly and time intensive. Personnel desiring to apply for the Digital Forensics Unit must be willing to travel as part of the training process, be available for call outs, and be willing to make a time commitment for assignment to the Digital Forensics Unit as determined by the Commander of the Investigations Division at the time of application.

MODIFICATION
This Standard Operating Procedure is intended as a guideline to document best current practices. This Standard Operating Procedure may be modified by the General Investigations Unit Sergeant as necessary, with approval of the Commander of the Investigations Division.
Solid Waste Enforcement Unit (216_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SOLID WASTE ENFORCEMENT UNIT
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SOLID WASTE ENFORCEMENT UNIT

1. INTRODUCTION

The following policies and procedures are specific to the Snohomish County Sheriff’s Office (SCSO) Solid Waste Enforcement Unit hereafter referred to as the “Solid Waste Unit.”

2. MISSION

The mission of the Snohomish County Sheriff’s Office Solid Waste Unit is, to work partnership with Snohomish County Public Works (Solid Waste Division), to investigate violations of and ensure compliance to applicable laws, ordinances and regulations relating to the solid waste and recycling operations within the County.

3. OPERATIONAL RESPONSIBILITIES

The Solid Waste Unit’s primary responsibility is to educate area businesses and citizens to ensure compliance with the applicable laws and ordinances that regulate businesses and persons engaged in solid waste disposal and recycling operations within Snohomish County. The Solid Waste Unit is also responsible for enforcement action when necessary to gain the required compliance.

4. UNIT ORGANIZATION

The Solid Waste Unit is a contracted entity with the Snohomish County Department of Public Works. The Solid Waste Unit is assigned to the Staff Services Bureau, Special Operations Division of the Snohomish County Sheriff’s Office. The SCSO Commander of the Special Operations Division shall be responsible for the unit’s personnel, administration, logistical support and operations. The Division Commander may assign a Lieutenant to assist in the operations of the Unit. If this command structure is utilized, the Lieutenant shall assist the Division Commander as directed, and shall be responsible for the direct supervision of the Unit Supervisor.

4.1. SERGEANT

The Solid Waste Unit shall be supervised by the Traffic Motors Unit Sergeant. The sergeant’s responsibilities include, but are not strictly limited to:

1. Ensure adequate staffing to meet unit's mission requirements.
2. Maintain proper liaison with Public Works Solid Waste Division managers and staff, as well as other appropriate County departments and units.
3. Assigning personnel as required.
4. Ensure that equipment needs are met.
5. Assist the Special Operations Commander in the preparation and presentation of the unit’s budgetary needs.
6. Ensure that training requirements are met.
7. Research new equipment and procedures. Make appropriate recommendations on such equipment and procedures to the Division Commander.
8. Other duties as assigned

4.2. DEPUTY SHERIFFS
Deputy Sheriff’s assigned to the Solid Waste Unit shall perform the duties and assignments required of the position under the direct supervision of the Traffic Motors Unit Sergeant.

5. POLICY CONFLICTS
The nature of the Solid Waste Unit shall require personnel to work in joint operation with other County departments such as Code Enforcement and various units of the Public Works Division. Where applicable, Solid Waste Unit personnel shall adhere to the appropriate operational policies of other County units in regulating commercial operations that fall under the mission of the Solid Waste Unit. However, if a conflict occurs between the outside agency policy manual and those of the Snohomish County Sheriff’s Office, unit members shall adhere to the rules and regulations of the Sheriff’s Office manual(s), unless a waiver is obtained from the Special Operations Division Commander or appropriate higher authority.

6. OBJECTIVES
Solid Waste Enforcement Unit objectives:

1. Educate citizens and commercial enterprises working within Snohomish County to the laws, ordinances, and regulations governing the transport and disposal of solid waste in Snohomish County.

2. Conduct investigations into probable violations and prepare reports and other documentation as required.

3. Liaison with Solid Waste Division management to remain current to transfer station usage, potential violators, and current trends being employed to avoid compliance with the laws.

4. Conduct commercial vehicle enforcement in concert with the Washington State Patrol (WSP) with an emphasis on solid waste and recycling haulers.
7. UNIFORMS/EQUIPMENT

The Solid Waste Unit is a uniform component of the Sheriff’s Office. Unit personnel shall adhere to the uniform specifications set forth in the Policy and Procedure Manual, 1044-Uniform Regulations.

Operations will require unit personnel to frequent construction sites, metal recycling facilities, and solid waste transfer stations. Therefore, for routine operations unit personnel shall wear the current Class D Special Assignment Uniform. The appropriate class of uniform shall be worn for other operations/assignments such as court appearances, etc.

Unit personnel shall be required to work in unique and potentially hazardous environments. Therefore, personnel will be issued the following items in accordance with OSHA/WISHA requirements:

1. Equipment Items Required:
   a. Hard hat
   b. Safety Glasses
   c. Ear protection
   d. Steel toe and shank boots
   e. Heavy duty leather gloves
   f. Traffic Safety vest/jacket.

2. Personnel engaged in commercial vehicle enforcement shall also be issued:
   a. One set of SCSO approved coveralls
   b. 100’ cloth engineers tape
   c. 6” steel ruler
   d. Inspection Creeper

8. SURVEILLANCE/FOLLOWING

When engaged in surveillance and/or utilizing unmarked vehicles for suspect tailing, personnel will comply with current Snohomish Regional Drug and Gang Task Force (SRDGTTF) policies and procedures governing such actions. Prior to conducting any
surveillance/following actions, personnel will be required to receive appropriate training from the SRDGTF.

9. INFORMANTS

The management and utilization of informants shall be in accordance applicable SCSO polices and will follow the guidelines established in the SRDGTF SOP.

10. SPECIALIZED TRAINING

Unit personnel shall successfully complete the Solid Waste Division training in the identification of solid waste vs. recyclable materials and become certified in Commercial Vehicle Enforcement.
Driving Review Board Final.pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**DRIVING REVIEW BOARD**
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1. **Purpose:**

The purpose of the Driving Review Board is to reduce vehicle collisions by analyzing how they occur and recommending actions that may reduce the risk of a recurrence. Furthermore, the purpose of the Driving Review Board is to establish a consistent process for our employees when assessing culpability and recommending training and discipline when warranted.

2. **GENERAL DEFINITIONS:**

“Collision” means any vehicle, (that falls under the Sheriff’s Office responsibility,) strikes another vehicle or object, is struck by another vehicle or object, and results in any damage. (This excludes “non-collision damage.”)

“Collision, Non-Preventable” means the collision could not have been reasonably avoided.

“Collision, Preventable” means there were sufficient facts available prior to the collision to give reason to anticipate the collision and take reasonable action to avoid the collision.

“Damage, Non-Collision” means damage to a Sheriff’s Office vehicle because of vandalism; intentional acts of others, natural disasters, etc.

“Emergency” means the driver was responding to an actual or reasonably perceived threat to persons or property and driving with lights and/or siren activated.

“Lawful Intervention” means tactic(s) used to stop an eluding vehicle with a police vehicle(s) that may include an intentional or planned collision (i.e., ramming, PIT maneuver, or roadblock.)

“Pursuit” an attempt by a uniformed, law enforcement officer in an officially marked patrol vehicle to stop a moving vehicle where the driver of such vehicle is aware that the officer is signaling the vehicle to stop and is resisting the stop by increasing vehicle speed, making evasive maneuvers, or operating the vehicle in a manner that endangers the safety of the community or the officer by ignoring the officer’s attempt to stop the vehicle.

“Within Policy” means it is concluded the involved employee(s) adhered to applicable laws, Office policies, procedures and training.

“Policy Violation, Not Within Policy” means there is sufficient factual information to indicate that a Sheriff’s Office policy had been violated.
“Reasonable” means based on circumstances and the facts available at the time, the driver exercised a degree of care that a police deputy of ordinary prudence would exercise in the same or similar set of circumstances.

3. **REPORTING AND REVIEW GENERAL CRITERIA:**

Reporting and review is required when a Sheriff’s Office member is involved in any:

1. Collision.
2. Lawful intervention maneuver.

4. **RESPONSIBILITIES:**

When any Sheriff’s Office member or county vehicle operated by a Sheriff’s member is involved in any collision, lawful intervention maneuver, or pursuit they shall follow all current policies and procedures to include but not limited to:

1. Render and summon aid if needed.
2. Notify supervisor.
3. Summon specialty units, if needed.
4. Complete investigation.
5. Complete necessary reports and route via chain of command to precinct/contract commander.
6. Commander will complete Commander Summary and/or Pursuit Review reports and route via chain of command to the appropriate Bureau Chief.
7. Copies of all reports will be routed to the OPA Commander.

4.1. Investigations Commander Responsibilities:

1. Review reports.
2. Ensure that any incident involving Sheriff’s Office vehicles is reviewed monthly.
3. Coordinate and facilitate Sheriff’s Office Review Boards.
5. Provide summary reports of Review Boards to Command Staff.

5. **DRIVING REVIEW BOARD CRITERIA:**

The Driving Review Board will make a determination as to whether or not:
1. The collision was “preventable” or “non-preventable.”
2. A pursuit was involved.
3. The pursuit policy was followed.
4. A lawful intervention was used.
5. Policy related to interventions was followed (if applicable).
6. Tactical decisions leading up to the incident were handled consistent with training, established procedures and policy.
7. Post collision actions were within policy, established procedures and training.
8. Review and make recommendations related to the direct supervision involved in the incident.
9. Additional training is needed.

6. **DRIVING REVIEW BOARD, SHERIFF’S OFFICE:**

1. The Sheriff’s Office Driving Review Board shall review any driving incident involving either:
   a. Injuries.
   b. Vehicle pursuits.
   c. Collisions.
   d. Any vehicle incident that appears to be a policy violation, including EVOC training.
   e. Damage to county vehicles while under the control or responsibility of the Sheriff’s Office.

2. The Sheriff’s Office Driving Review Board shall convene monthly. The Sheriff’s Office Driving Review Board shall consist of the following members:
   a. Undersheriff or designee (Chair).
   b. Investigations Commander (only votes in the event of a tie).
   c. Operations Bureau Captain.
   d. PDD Commander.
   e. Law Enforcement Lieutenant, (rotating annually).
   f. Law Enforcement Sergeant, (two year rotation).
   g. Law Enforcement Deputy, (two year rotation).
   h. Guild, (two year rotation if Guild and Management agree participation is feasible).
   i. Teamsters- SGT/LT, (two year rotation if Teamsters and Management agree participation is feasible).
   j. County Risk Manager or designee, (non-voting).

3. Four (4) voting members must be present to constitute a quorum.

7. **DRIVING REVIEW BOARD MEMBER RESPONSIBILITIES:**
The DRB member’s responsibility is to review the incident in totality and render a finding based on state laws and Office policy, procedures and training. DRB members are also responsible for recommending training and discipline when warranted.

The Investigations Commander shall:

1. Receive and review all commander summaries for pursuits and collisions.
2. Insure all DRB board members receive copies of summaries for review.
3. Notify all concerned parties of the time and place of Driving Review Board meetings and if their presence is optional or required.
4. Prepare a written report of the Board’s findings and recommendations.

8. **The Driving Review Board (DRB) Evidentiary Issues and Procedures:**

1. The DRB shall review all written descriptions provided by:
   a. The driver
      - May waive personal appearance before the DRB, if requested to appear.
      - May offer any information in writing for the DRB to consider.
      - Must attend if required by the DRB regardless of whether they wish to waive appearance.
   b. Investigating deputy(s).
   c. Supervisor(s).
   d. Other witnesses.
   e. SNOPAC recording.

2. Collisions may be reviewed by the Sheriff’s Office Driving Review Board before the driver is notified of a driving review board
   a. If **ALL** voting board members determine the collision to be **Non-Preventable**, the driver will be notified of the Board’s finding and may not need to appear before the DRB.
   b. If **ANY** voting member is unable to determine the collision is **Non-Preventable**, or if **ALL** voting members do not agree that the collision was **Non-Preventable** due to lack of information, a DRB will be scheduled and the driver notified.

3. The DRB shall hear testimony relevant to the incident from either the driver or other individuals that the Board deems necessary.
4. If a collision was involved, determine if the collision was “preventable” or “non-preventable” by majority vote.
5. If a pursuit was involved determine if there was a policy violation. As in #2 above:
a. If ALL voting board members determine the pursuit to be With-in Policy, the driver will be notified of the Boards finding and may not need to appear before the DRB.

b. If ANY voting member is unable to determine if the pursuit was With-in Policy, or if ALL voting members do not agree that the pursuit is With-in Policy due to lack of information, a DRB will be scheduled and the driver notified.

6. Determine if lawful intervention was used and whether it was within policy.

7. Make recommendations for discipline and/or training if necessary.

8. Make a recommendation to the Command Staff for:
   a. Modification of training.
   b. Modification of policy.
   c. Specific remedial training.
   d. Disciplinary action.

9. **FINDINGS AND DISCIPLINARY ACTIONS:**

Disciplinary actions shall be consistent with Sheriff’s Office policy and the Collective Bargaining Agreements.

For consistency with current Office discipline policy the DRB will recommend discipline up the chain of command to the rank above the one with authority to issue the discipline for concurrence. The person issuing discipline will conduct a pre-disciplinary hearing when appropriate. Unless mitigating circumstances exist, the current discipline matrix will apply for decisions made by the DRB.

The following training may be recommended with the above disciplinary guidelines:

1. EVOC.
2. Behavioral Modification.
3. Other appropriate training deemed necessary.

10. **APPEAL PROCESS:**

The driver may appeal the DRB’s decision or disciplinary recommendation(s) according to their Collective Bargaining Agreement.
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**DISABLED PARKING ENFORCEMENT**
DISABLED PARKING ENFORCEMENT

1. STATEMENT OF PURPOSE

The purpose of this manual is to provide a written guide of expectations, responsibilities, procedures and policies that specifically relate to the operation of the Volunteer Disabled Parking Enforcement Program.

2. INTRODUCTION AND AUTHORITY

The Volunteer Disabled Parking Enforcement Program shall be implemented following the law stated in R.C.W. 46.16.381 and all other applicable laws. R.C.W. 46.16.381.(13)(a) through (13)(d) is as follows:

Sec.13(a). A law enforcement agency authorized to enforce parking laws may appoint volunteers, with a limited commission, to issue notices of infractions for violations of this section or R.C.W.46.61.581. Volunteers must be at least twenty-one years of age. The law enforcement agency appointing volunteers may establish any other qualifications the agency deems desirable.

Sec.13(b). An agency appointing volunteers under this section must provide training to the volunteers before authorizing them to issue notices of infractions.

Sec.13(c). A Notice of Infraction issued by a volunteer appointed under this subsection has the same force and effect as a Notice of Infraction issued by a police officer for the same offense.

Sec.13(d). A police officer or a volunteer may request a person to show the person’s photo identification card or special parking placard when investigating the possibility of a violation of this section. If the request is refused, the person in charge of the vehicle may be issued a Notice of Infraction for a violation of this section.

3. TRAINING

1. Volunteer Disabled Parking Enforcement candidates shall attend and successfully complete all required training as specified below, prior to participating in the Volunteer Disabled Parking Enforcement Program.

2. Volunteer Disabled Parking Enforcement candidates shall attend a minimum of 16 hours of classroom training including, but not limited to:

   a. Laws relating to the enforcement of disabled parking violations.

   b. Instruction on properly completing Notice of Infractions and written warnings and the issuing and routing of these documents.

   c. Proper use of radio and procedures and how to call for backup if needed.

3. Volunteer Disabled Parking Enforcement candidates shall attend and successfully complete a Snohomish County defensive driving course or other acceptable course from an outside agency.
4. Volunteer Disabled Parking Enforcement candidates shall be at least ACCESS Level one certified and shall keep their certification current.

5. Volunteer Disabled Parking Enforcement candidates shall complete any other training deemed necessary by the Sheriff or his/her designee.

4. REQUIREMENTS
   1. All volunteer personnel working in the Volunteer Disabled Parking Enforcement Program are expected to work a minimum of four hours weekly.
   2. All volunteer personnel working in the Volunteer Disabled Parking Enforcement Program will operate in teams. A team shall always consist of two persons. No volunteer shall operate alone in the performance of Volunteer Disabled Parking Enforcement Program duty at any time.
   3. Volunteers assigned to the Volunteer Disabled Parking Enforcement Program shall operate in full volunteer uniform, furnished by the Office, as laid out in the Volunteer Policy and Procedure Manual.
   4. All volunteers while wearing the volunteer uniform, shall wear identification badges conspicuously displayed on the right pocket flap of the uniform shirt.
   5. All volunteer vehicles used for Disabled Parking Enforcement shall have signs affixed to the sides of the vehicle which shall read “Disabled Parking Enforcement.”

5. OPERATING PROCEDURES
   1. Prior to going out on Disabled Parking Enforcement duty, volunteers shall prepare a fax to dispatch (SNOPAC) stating the intended itinerary and shall go into service (10-8) prior to departing the precinct or office.
   2. Each Volunteer Disabled Parking Enforcement team shall report their activity on a Disabled Parking Enforcement form which shall be turned into the coordinator with a copy going to the precinct commander or his/her designee at the end of the duty tour. Only one report per team is required. The following items shall be included on the Disabled Parking Enforcement form:
      a. Names and personnel numbers of the volunteer team.
      b. Location of each area visited.
      c. Number of Notice of Infractions written at each location.
      d. License numbers and location for each citation issued.
      e. Total hours for the Disabled Parking Enforcement assignment.
   3. Completed Notice of Infractions shall have the officer report section filled out and signed on the back of the court copy. The completed Notice of Infraction shall then be given to the precinct secretary or designee at the end of the Volunteer Disabled Parking Enforcement tour.
   4. Volunteers shall sign out of service (10-10) after they have completed their tour of duty.
5. In the event that a volunteer is confronted with an uncooperative subject, the volunteer shall immediately back out of the situation to a safe location and call for a deputy. If no backup is readily available, the volunteer will write down as much information on the vehicle and citizen as is known and shall leave the area. At no time shall volunteers attempt to resolve the issue on their own or try to stop or detain any person or vehicle from leaving the scene. The safety of our volunteers shall always outweigh the need to write a Notice of Infraction for a parking violation.

6. Volunteers shall not use force except to defend themselves.

7. Volunteers shall not carry firearms, impact weapons, or handcuffs.

6. RADIO USAGE

1. Use Of Office Radios

The Snohomish County Sheriff’s Office and SNOPAC Communications Center has been licensed by the Federal Communications Commission to broadcast information to and from mobile units. All laws, rules and regulations of the Federal Communications Commission shall be strictly adhered to. Volunteers shall adhere to the guidelines in the Sheriff’s Office when using the Office radio.

a. Radio communications shall be conducted in a business like manner, using proper language and correct radio procedures.

b. Personnel numbers, unit designations or base station identifications shall be used whenever transmitting on the radio.

c. Volunteers shall not argue or use profane language on the radio.

d. Volunteers shall be familiar with SNOPAC’s Law Enforcement Radio Procedures Manual and proper radio usage prior to using Sheriff’s Office radios.

2. Procedure For Requesting Backup Or Assistance

In the event that a volunteer needs backup from a deputy, the volunteer shall follow the procedure below.

6.2.1 If a deputy is needed non-emergency

UNIT: 2V10, I REQUEST ONE UNIT 10-44 AT (give your location)
SNOPAC: 2V10 requests one unit 10-44 at (location)
UNIT: 2B13 ENROUTE FROM 4TH & 99TH AVE SE
SNOPAC: 2B13 Enroute
UNIT: 2V10, 10-4.

6.2.2 If emergency back up is needed (subject is following you or will not let you leave)

UNIT: 2V20, CODE 1, 2 UNITS
SNOPAC: (THREE ALERT TONES) 1V20, Code 1, (location), 2 units.
UNIT: 2B22 enroute, 2B24 enroute
SNOPAC:  2B22, 2B24 responding. THE AIR IS CLOSED at ____ hours.

6.2.3 If you need immediate help (HELP THE OFFICER CALL) (YOU ARE BEING ASSAULTED)

UNIT:  2V21, CODE 2
SNOPAC:  (THREE ALERT TONES) 2V21 Code 2, (location)
UNITS:  (EVERY UNIT AVAILABLE WILL RESPOND)
SNOPAC:  THE AIR IS CLOSED AT ____ HOURS.

3. CODE 4 is to be used when no additional units are needed and you are okay.

4. Dispatch will occasionally check your status by asking “10-62”. Only “CODE 4” shall be given for “OK” answer.

5. Volunteer Radio Call Signs
   The first character will be a numeric designator 1 through 3. It is used to designate shifts (i.e., 1 - Graveyard, 2 - Day shift, 3 - Swing shift)
   The second character will be the alpha character V-Victor.
   The third and fourth characters will be as follows:
10 to 19: North Precinct Detail
20 to 29: South Precinct Detail
30 to 39: East Precinct Detail

   Examples:
2 Victor 10 would be a volunteer unit working a North Precinct Day shift Detail.
3 Victor 22 would be a volunteer unit working a South Precinct Swing shift Detail.
2 Victor 35 would be a volunteer unit working an East Precinct Day shift Detail.

6. TEN CODE
   The Office “10” Code has been established to save transmission time. Volunteers operating office radios shall be familiar with and use the established “10” Code.
   10-4 Message acknowledged/understood
   10-5 Relay transmission
   10-6 Is it safe to broadcast sensitive information
   10-8 In service, available for calls
   10-9 Repeat last transmission - not understood
   10-10 Out of service, end of shift
   10-15 Prisoner in custody
   10-19 Return to (location/office)
   10-20 What is your present location
   10-21 Telephone call
   10-22 Disregard
   10-33 Wanted subject or vehicle
   10-44 Car to car meet/Make contact
   10-47 Arrived at scene, location, call
<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-62</td>
<td>Status check (only “CODE 4” shall be given for “OK” answer)</td>
</tr>
<tr>
<td>10-98</td>
<td>Possible Mental subject</td>
</tr>
<tr>
<td>10-99</td>
<td>Clear the air, emergency/priority traffic to follow.</td>
</tr>
</tbody>
</table>
Air Support Unit (198_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

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AIR SUPPORT UNIT

1. FOREWORD

The purpose of this Standard Operating Procedure is to establish policy, direction, guidelines, and operational procedures for the command, control, and operations of the Snohomish County Sheriff's Office Air Support Unit.

The objective of this SOP is to provide standardization in the use of aircraft, reporting procedures, flight operations, aircraft maintenance, personnel selection criteria, and training procedures and to ensure Sheriff's Office aircraft are used in an effective, efficient, and safe manner.

Situations may arise or emergency responses may require temporary deviations from the provisions of this SOP. However, the dominant factor shall be safety of life followed by protection of the aircraft and equipment.

The goals of the Air Support Unit are consistent with the principles of community based policing, airborne borne law enforcement, fire support and search and rescue operations.

2. EFFECTIVE DATE

This SOP replaces the previously published: Helicopter Operations SOP dated Oct 17, 2004. The effective date of this SOP is stated on the cover. All outdated Helicopter Operations SOP's shall be destroyed upon receipt of a copy of this SOP signed and put in effect by the Snohomish County Sheriff.

3. ADMINISTRATION

3.1. ORGANIZATION
The Air Support Unit (ASU) is a subordinate component of the Special Operations Division. Private vendors contracted through the existing County bid selection process provide maintenance support.

The Air Support Unit is commanded by the Special Operations Division commander. A Sergeant designated as the Unit Supervisor provides immediate supervision to all personnel assigned to the Air Support Unit.

3.2. MISSION
The mission of the Air Support Unit is to provide regional law enforcement, search and rescue, fire and emergency response aerial support.
4. PERSONNEL

4.1. SELECTION PROCEDURES, GENERAL

SCSO Personnel selection is outlined on the Policy and Procedures Manual, 5.01/004.35 and the current labor agreements. Specific position requirements are listed below. The Special Operations Division Commander is responsible for the selection of personnel to the Unit.

4.2. UNIT SUPERVISOR

1. Prerequisites and Qualifications:
   Unit Supervisor shall be a Sergeant with at least three years experience at that rank and have the following traits:
   a. Excellent supervisory ability.
   b. A demonstrated ability to work in the unique environment particular to law enforcement air operations.
   c. A demonstrated ability to handle the applicable duties and responsibilities outlined in the ASU SOP.
   d. An ability to maintain a flexible work schedule and handle on-call responsibilities.
   e. Ability to maintain good working relationships with diverse groups and organizations. In a regional setting.
   f. Ability to properly assess situations and make sound judgments.
   g. Be comfortable with flying and have no medical conditions that would interfere with air operations.

Individuals must agree to remain in the Air Support Unit for a minimum of five years, except in the case of promotion or removal.

2. Responsibilities:
   The Unit Supervisor is responsible for ensuring adherence to Federal, State and Sheriff's Office requirements and standards for flight operations. This responsibility extends through scheduled missions, aircraft deployment, and the direct supervision of flight crews. Accountability for assigned equipment, accuracy of maintenance records, invoices, and completed reports required by this manual rests with the Unit Supervisor. Unit Supervisors meeting Sheriff's Office qualifications may be assigned flight crew duties in addition to supervision. Emphasis shall be placed on supervision and management duties rather than flight crew duties. In addition to those duties required of a Sergeant in a supervisory capacity, the Unit Supervisor shall be directly responsible for:

   a. Ensuring that subordinate members conform to rules, regulations, and procedures of the Snohomish County Sheriff's Office.
b. Ensuring that the performance of the Air Support Unit is in accordance with Sheriff's Office goals and objectives and that this is accomplished within the parameters established by the Special Operations Division Commander.

c. Implementing additional procedures and operational limitations, which might be prescribed by the Special Operations Division Commander.

d. Assignment of personnel.

e. Authorization and scheduling of helicopter maintenance.

f. Liaison with contract maintenance facility.

g. Preparation and management of Unit budget.

h. Training schedules.

i. Unit related correspondence.

j. Flight hour statistics.

k. Helicopter performance statistics and costs.

l. Liaison with other agencies.

m. Relief Pilot duties if qualified as a Sheriff's Office pilot.

n. Relief TFO or Crewchief duties if qualified.

4.3. CHIEF PILOT

1. General

a. The Chief Pilot is subject to the availability of qualified personnel and management prerogative.

b. The Chief Pilot will be designated in writing by the Sheriff.

c. The Chief Pilot shall be an experienced pilot and possess a current Certified Flight Instructor certificate with the appropriate ratings.

d. The Chief Pilot assumes functional supervision regardless of the rank of the pilot.

2. Responsibilities

The Chief Pilot is responsible for:

a. Conducting pilot proficiency and standardization flights.

b. Evaluating prospective pilot applicants.

c. Coordinating, monitoring, and maintaining records of pilot training.

d. Developing unit training programs.

e. Assisting in the preparation of specifications for additional or replacement aircraft.

The Chief Pilot shall consult with the Unit supervisor on all matters regarding the flight operations of the Sheriff's Office's helicopters. In the absence of the Unit Supervisor, the Chief Pilot shall be the deciding authority for flight operations of the Air Support Unit.

In addition to flight duties, the Chief Pilot is responsible for:

a. Supervision of all aspects of flight training for Sheriff's Office Pilots.

b. Maintenance of Unit training records and files.
c. Supervision of Unit Pilots during instructional process of students.
d. Annual and biannual flight evaluations and training schedules.
e. Deciding authority as to the airworthiness of the Sheriff's Office helicopters.
f. Flight status of Unit pilots (after consultation) with the Unit supervisor.
g. Preparing monthly and cumulative activity statistics

3. Additional Desired Qualifications:
The Chief Pilot may possess the following additional qualifications:
   a. Certified Flight Instructor (helicopter) rating.
   b. Night Vision Goggle Qualification
   c. Helicopter Instrument rating

4.4. PILOT IN COMMAND

1. General
To act as Pilot In Command (PIC) of a Sheriff's Office owned or operated aircraft, the pilot must:
   a. Meet all FAA and Sheriff's Office requirements for the aircraft.
   b. Be current in the category, class, and type of aircraft to be flown.
   c. Must have logged a minimum of 750 Rotary Wing hours prior to being designated PIC.
   d. Must successfully complete a check ride with the Chief Pilot or a Sheriff's Office recognized Certified Flight Instructor.
   e. Be a named pilot on the Sheriff's Office aviation insurance policy, as required by Risk Management.

Once completing requirements, the PIC will be designated in writing by the Sheriff's Office.

2. General Responsibilities
The PIC's primary responsibility is the safe and effective operation of Sheriff's Office aircraft in accordance with FAA regulations, the aircraft operator's manual, and Unit Standard Operating Procedures.

When an aircrew consists of two qualified PICs they will ensure prior to flight, and record in the aircraft logbook, who is PIC for that flight. Except for scheduled and approved training the PIC will always occupy the command pilot's seat.

Unless otherwise directed by the Chief Pilot no Sheriff's Office helicopter will be flown unless a Pilot In Command (PIC) is on board as a flight crewmember. Exceptions to this requirement may be:
   a. A Unit authorized solo training mission.
b. A solo ferry flight.

The determination as to whether a flight should be initiated/terminated as it concerns the helicopter's airworthiness and safe conditions for flight rests with the PIC.

The PIC shall establish and maintain VHF radio communications with the appropriate Air Traffic Control (ATC) facility as or when applicable during the flight. The appropriate law enforcement/fire radio frequencies shall be monitored concurrently.

The PIC shall conduct a flight in compliance with all applicable FAA regulations and manufacturer limitations.

At the termination of any flight the PIC must be in the cockpit during the required engine cool down procedures to ensure that correct procedures are followed. Once the cool down procedures have been complied with, and the engine shut off and main rotor blades have stopped, the PIC may exit the aircraft and perform whatever additional duties are required (post flight aircraft inspection prior to securing for the night, refueling, etc.)

The PIC, while acting as co-pilot or TFO, will perform the required co-pilot/TFO's duties and will make all reasonable efforts to monitor the pilot's conduct during the flight. The PIC will be the final authority in decisions regarding whether a flight will commence, or be terminated.

3. Training Responsibilities

It is the PIC's responsibility to ensure that the novice pilot continues the learning process safely, and adheres to established procedures required or recommended by the aircraft's manufacturer, the FAA, and the Snohomish County Sheriff's Office.

The PIC is responsible for, and is the final authority regarding the operation of, a Sheriff's Office helicopter. The PIC will closely and thoroughly monitor and double check the novice pilot’s activities from his/her arrival at the aircraft, through the pre flight inspection, during the flight, and until the aircraft are secured at the termination of the flight.

A PIC will be present initially to ensure that a proper pre-flight inspection is accomplished for all solo training flights.

4.5. MAINTENANCE OFFICER
1. General
The position of Maintenance Officer is subject to the availability of qualified personnel and management prerogative. The ASU supervisor may designate a Unit member act as the Maintenance Officer as either a collateral or primary duty.

2. Responsibilities
The Maintenance Officer has primary responsibility for:

a. Ensuring Sheriff’s Office aircraft are maintained in accordance with appropriate Federal Aviation Administration (FAA) Regulations, and manufacturer maintenance directives and Sheriff’s Office requirements.

b. Monitoring the workmanship of maintenance contractors, maintenance records, logs, and job tags.

c. Performing other duties related to aircraft and equipment to ensure required standards are met.

d. Ensuring that the Sheriff's Office helicopters are maintained in an appropriate airworthy condition.

e. Liaison with the contract maintenance facility.

f. Evaluation and scheduling of maintenance requests.

g. Maintenance and parts records.

h. Preparation of work orders.

i. Inspection of contract work performed.

j. Maintenance flights, if required.

k. Coordinate and obtain authorization for non-routine maintenance with the ASU Supervisor.

4.6. AVIATION SAFETY OFFICER

1. General
The position of Aviation Safety Officer is subject to the availability of qualified personnel and management prerogative. The Aviation Safety Officer may be a collateral duty of either the Unit Supervisor or his designee.

2. Responsibilities
The Unit Safety Officer shall identify operational or procedural safety problems and provide suggestions for correcting those issues.

The Unit Hazard Report is designed to identify problems with Sheriff’s Office aircraft or Unit procedures and provide suggestions for correction. A copy of all Hazard Reports will be forwarded to the Safety Officer for review and action. The Safety Officer will track the report until the problem is resolved and ensure that all Unit members are informed of the problem and solution.
4.7. PILOT QUALIFICATION

Pilots will be qualified under FAR Part 61. Pilot in Command must:

a. Hold a Commercial Pilots Certificate with a Rotorcraft-Helicopter rating and a Class 2 Medical.

b. Have demonstrated ability in flying Search and Rescue and/or law enforcement operations and handle responsibilities as outlined in this SOP.

c. Undergo training and demonstrate proficiency in:

d. Short haul operations.

e. Rappel operations.

f. Hoist operations

g. Aircrew procedures and protocol.

h. Aircrew survival.

i. Knowledge of helicopter that aircraft performance data (PPC).

j. Pre-flight, in-flight, and post flight procedures.

k. Specific Aircraft Limitation and Emergency procedures.

l. Proper loading, unloading of passengers and equipment.

m. Mountain flying techniques, snow operations and one skid landings.

n. Must pass a bi-annual flight review to include SAR special mission tasks.

Other pilots will hold at least a Private Pilots Certificate with a Rotorcraft-Helicopter rating and a Class III medical.

Pilots will forward current copies of both documents to the Sheriff's Office ASU Supervisor or designee. The Sheriff's Office ASU Supervisor or designee will maintain a current copy of each pilot’s license and medical certificate on file.

Each Pilot will have a bi-annual flight review in one of the county’s helicopters. In addition to the requirements outlined FAR Part 61.57 selected items from the above list will be reviewed.

Every other year, pilots will undergo a 1 hour flight and 2 hours ground instruction in emergency procedures conducted by a CFI.

Pilots shall possess current Class 2 medical certificates.

a. It is the responsibility of each pilot to maintain his/her appropriate medical certificate.

b. The cost of the flight physical will be borne by the Sheriff's Office.

4.8. LEAD CREWCHIEF

1. General

The Lead Crewchief position will be determined by the ASU Supervisor in conjunction with the Chief Pilot.
2. Responsibilities
   a. Overseeing the Crewchief Training Program
   b. Ensuring all Annual Crewchief Flight Evaluations are completed
   c. Ensuring all Crewchiefs/Observers maintain currency
   d. Maintaining Crewchief Training records
   e. Publishing the Crewchief on-call roster

4.9. CREWCHIEF

1. General
   The Crewchief is an essential crew-member on board a UH1H aircraft.

   The Crew Chief must have:
   a. The capacities to operate in the very demanding area of Helicopter Air
      Operations.
   b. Be a “Team player”
   c. Must have the ability to gain immediate passengers compliance when
      directing them and around the aircraft.
   d. Demonstrate a high level of self-motivation, maturity, physical
      strength and endurance, judgment, expertise in verbal communications
      and SAR/law enforcement tactics, command presence and decision
      making skills.

   Operational necessity requires that the Crew Chief:
   a. Is proficient in geographic knowledge for the area of operation(s) with
      an emphasis on the Central Cascade region of Snohomish County.
   b. Possess the ability to find specific locations from an airborne platform
   c. Have excellent map and compass skills.
   d. A demonstrated ability in oral communication skills,
   e. Must operate in a close team setting.
   f. Demonstrate, maturity and good judgment
   g. Have a solid background in SAR and law enforcement tactics.
   h. Have good radio communications skills
   i. The ability to multi-task during demanding air operations
   j. Have the physical ability to operate effectively within and outside of
      the confines of the UH-1H.

   Crew chiefs will be selected from Sheriff’s Office personnel assigned to
   helicopter operations.

2. Eligibility Requirements
   a. Deputy or MPD
   b. Minimum 5 years of law enforcement experience
   c. Knowledge of geography within area of operations with emphasis on
      the Central Cascade range of Snohomish County.
   d. Good hand/eye coordination.
   e. Good communication skills
f. Good team building skills

g. Ability to devote the time to intensive course of study

h. Willing to accept the risks involved in airborne law enforcement and SAR operations

i. Ability to be “on call” during non-duty hours and respond in a timely manner

j. Ability to work in a regional environment with other agencies and personnel

k. Handle duties and responsibilities as outlined in the SOP

3. Physical Requirements

   a. Weight limit 220lbs

   b. Non-smoker

   c. Must be able to swim

   d. Must have the physical strength and agility to
      i. Carry, load and unload all equipment carried in the UH-1H
      ii. Assist in the loading and unloading of patients/subjects.
      iii. Exit and enter aircraft smoothly and repeatedly while on the ground and while airborne.
      iv. Operate all required equipment, including but not limited to, the manual hoist cutting device, hoist cable splice, Chicago grip, hoist pendant control, cargo straps, tethers, carabineers, intercom, radio, lighting, back up 3-ring anchor system

4. Selection Process

   a. Submit written application with resume and Supervisor endorsement as directed

   b. Attend a selection board.

   c. Crew Chiefs will be selected by the ASU supervisor in conjunction with the Chief Pilot

5. Operational Qualifications

   a. No Specialty assignment (Except “detective”) requiring call-out response that would interfere with flight operations.

   b. Complete the SCSO Crew Chief Course

   c. Complete the SCSO Night Vision Goggle Course

   d. Complete the Annual SCSO Aviation Safety Course

   e. Complete the Annual Crew Resource Management Course

   f. Complete biennial Helicopter Emergency Egress Training

   g. Complete Annual Crew Chief Qualifications

   h. Complete 90 Day Crew Chief Qualifications

   i. Complete Annual SAR Helicopter Basic/Intermediate Course

   j. Maintain minimum Red Cross First Aid certification

   k. Maintain Night Vision Goggle flight hour proficiency (2 flight hours per 90 days)

   l. Attend monthly Air Crew Training Meetings
m. Maintain Air Crew memorandum currency
n. All Crew Chiefs must meet the ASU supervisor or designee’s and the Chief Pilot’s approval for competency in:
   i. Short Haul Operations
   ii. Rappel Operations
   iii. Long Line/Sling Load Operations
   iv. Aircrew procedures and protocol
   v. Aircrew survival
   vi. Knowledge of helicopter performance data
   vii. Pre-flight, in-flight, emergency and post flight procedures
   viii. Proper loading, unloading of passengers and equipment
   ix. Operations of radios and intercom system
   x. Hoist Operations
   xi. Manage duties and responsibilities as outlined in this SOP.
   xii. Use of required ASU check lists

6. Duties and Responsibilities
Routine Crew Chief duties include, but are not limited to:
a. Assisting in the preflight of the aircraft
b. Preparing the aircraft for the mission and ensuring all necessary equipment is on-board
c. Ensuring aircraft is topped off with fuel prior to flight
d. Assisting in ground handling of the aircraft
e. Briefing passengers from check list to include entry and exit procedures, emergency exit procedures, and crash procedures.
f. Ensuring all passengers are buckled in and loose equipment stowed prior to aircraft engine start
g. Turning the main rotor blades 90 degrees prior to start of the aircraft engine
h. Visually inspecting the engine compartment during run-up for signs of fluid leaks
i. Clearing the tail of the aircraft for take off
j. Advising the pilots when spotting other air traffic
k. In-flight crew coordination duties in conjunction with the mission
l. Rigging the aircraft for hoist operations, short haul operations, long line operations, cargo lowering operations and rappel operations as needed
m. Conduct search operations in assigned sector
n. Ensure internal loads or patients are secured
o. Clearing the aircraft during all confined area operations and low altitude search operations
p. Perform crew coordination duties including during short haul, long line, rappel, cargo lowering, hoist operations, low hover insertions/extractions
q. Assist in post flight duties including ground handling and refueling
r. Participate in mission debriefings
s. Complete Crew Chief Report
t. Complete Required Police Report (if applicable)
u. Wear a harness and tether during all flights in UH-1H type aircraft
v. Any other duties that will enhance safety and efficiency of operations at the direction of the pilot in command
w. Except as directed by the PIC, Crewchiefs shall not normally be required to operate any of the helicopter flight controls during flight.

4.10 TACTICAL FLIGHT OFFICER

1. General
Tactical Flight Officers (TFO’S) must be experienced field officers with expertise in tactics, officer safety, decision-making, communication, coordination, as well as good interpersonal skills. They must have the capacities to operate in the very demanding area of Helicopter Air Operations.

A TFO must be a “team player”, capable of gaining compliance when providing direction to field personnel. The TFO’s situational assessment and direction to ground personnel has a direct bearing on aircraft and officer safety as well as mission success. A TFO plays the key role in determining air unit effectiveness. Workload, operational environment and law enforcement air operations requires multi-tasking on the highest scale. The TFO must demonstrate a high level of self-motivation, maturity, judgment, expertise in verbal communications and tactics, command presence and decision-making skills.

Operational necessity requires that TFO’s are proficient in geographic knowledge for the area of operation(s). They must possess the ability to find specific locations from an airborne platform (map-book/moving map skills) and be able to direct the pilot while maintaining directional orientation, teamwork, and command presence. Those aspiring to be TFOs must have a demonstrated ability in oral communication skills, operate in a close team setting, maturity, judgment, tactics, radio procedures, and to multi-task while remaining calm. TFOs must have the physical ability to operate effectively within the confines of a helicopter cockpit.

2. Eligibility Requirements
   a. Deputy or MPD
   b. Minimum 5 years Patrol experience
   c. Knowledge of geography within area of operation
   d. Good hand/eye coordination
   e. Good communication skills
f. Good team building skills
g. Ability to devote the time to intensive course of study
h. Willing to accept the risks involved in Airborne Law Enforcement
   i. Ability to be “on-call” during non-duty hours and respond in a timely manner.
   j. Ability to work in a regional environment with other agencies and personnel.

3. Physical
   a. Be able to reach all flight controls while strapped into flight seat
   b. Be able to sit upright in right hand seat with helmet, NVG’s in “up” position and not hit the upper cockpit greenhouse window with NVG’s.
   c. Weight limit of 220 pounds.

4. Selection
   a. Submit written application with resume and Supervisor endorsement as directed.
   b. Attend Oral selection board
   c. Ability to pass a Class II flight physical

5. Operational Qualification
   a. No Specialty assignment (non-detective) requiring call-out response that would adversely impact flight operations.
   b. Complete the SCSO Tactical Flight Officer Course including all course phase evaluations, quizzes, flight evaluations
   c. Complete the SCSO Night Vision Goggle Training Course including classroom and flight instruction
   d. Complete Annual SCSO Aviation Safety Course
   e. Complete Annual SCSO Crew Resource Management Course
   f. Complete bi-annual dunker training
   g. Currency (Minimum requirements to maintain position)
   h. Maintain flight hour proficiency in accordance with the SCSO Air Support Unit Training Manual (8 flight hours per month)
   i. Maintain NVG flight hour proficiency (2 flight hours per 90 days)
   j. Complete an annual Class II Flight Physical
   k. Attend Aircrew meetings
   l. Successfully complete annual TFO flight evaluations
   m. Complete bi-annual dunker training
   n. Complete Annual SCSO Aviation Safety Course
   o. Complete Annual SCSO Crew Resource Management Course

5. OPERATIONS, GENERAL
5.1. GENERAL PROCEDURES

Every flight shall be conducted within the scope of Federal Aviation Administration Regulations (FARs), Federal Public Use Rules, Aircraft Operation Manuals, Sheriff's Office Policies and Procedures and this SOP as each are applicable. The aircrew shall jointly decide whether a flight should be initiated, continued, or terminated, taking into consideration the weather, the condition of the aircraft, crew limitations or restrictions, and hazards, if any.

Flight operations shall be:
1. For official purposes only, and;
2. Essential to the completion of missions to include operational, training, and/or maintenance, and;
3. In accordance with Federal Public Use Rules.

5.2. AUTHORIZED OPERATORS

Only Sheriff's Office pilots, authorized maintenance personnel, or personnel being tested or trained are authorized to manipulate the aircraft's controls during ground or flight operations without the express permission of the Unit Supervisor and/or Chief Pilot.

5.3. AIRCRAFT CREW MAKE-UPS

During all Sheriff's Office Air Missions or training, the aircraft cockpit should be occupied by two crewmembers, one of whom will be a Pilot-In-Command. The Unit Supervisor and/or Chief Pilot may make exceptions to this rule under the conditions specified in the SOP.

1. UH1H CREW
   A normal crew compliment will consist of a PIC, a co-pilot and a crew chief. Additional personnel maybe assigned as deemed appropriate for the mission.

   The Unit supervisor and/or chief pilot may permit the elimination of either a co-pilot or crew chief, during very specific maintenance flights, aircraft ferry flights or other such low hazard flights.

   Under the direction of the Unit Supervisor with the concurrence of the Chief Pilot a qualified TFO may replace a co-pilot for emergency missions only when no other co-pilot is available.
2. **MD500 CREW**
   A normal crew compliment will consist of a PIC and TFO. The Unit supervisor and/or chief pilot may permit the elimination of the TFO during very specific maintenance flights, aircraft ferry flights or other such low hazard flights.

5.4. **MISSION CALL-BACK AUTHORIZATION**

1. The Special Operations Division Commander, Unit Supervisor, or Chief Pilot may initiate a call-back of personnel.
2. Upon receiving a call-out request, the following information shall be evaluated prior to initiating a response:
   b. Location of incident.
   c. Weather conditions
   d. Performance expectations.
   e. Appropriate aircraft and crew make up
   f. Personnel qualifications and abilities
   g. Special equipment required.
   h. Requirements for crew rest and other related factors.
3. If the Unit Supervisor or other on-call ASU personnel is the point of contact they will notify the Chief Pilot with the mission specifics.
4. As soon as practical the Commander of the Special Operations Division will be notified of the call-back of personnel and mission specifics.

5.5. **AIRCRAFT OPERATING MINIMUMS**

1. **Day**

2. **Night**
3. Patrol Minimums
   a. Pilots shall strive to maintain a minimum altitude of 500 feet (Day) and 700 feet (Night) when conducting routine Law Enforcement Patrol Operations over urban areas.

5.6. PRIORITY OF MISSIONS

Life saving missions shall receive priority.

5.7. HIGH RISK MISSIONS

Due to their degree of risk a list of missions requiring approval prior to acceptance shall be maintained in this SOP. The Special Operations Division Commander shall approve the list and any changes. Specific high-risk missions, approving authority, reporting requirements and review procedures shall be included in this SOP. As a minimum, the following missions shall be considered high risk:
1. Flight operations into areas of known or reasonably expected hostile gunfire.
2. Off-site landings/takeoffs without a normal crew at their appropriate crew station at areas other than airports, or helipads (heliports), or areas not specifically designated by SOP as an approved area.

5.8. MISSIONS REQUIRING UNIT SUPERVISOR NOTIFICATION
1. Extended night missions over mountainous terrain.
2. Missions outside the normal operating area.
3. Out-of-County missions.
4. Extended overnight missions.
5. Missions involving other specialized units such as SWAT, Water technical rescue, etc.

5.9. MISSION PLANNING
1. Pilot In Command (PIC):

   It is the responsibility of the PIC to determine that all of the following requirements are met prior to flight:
   a. Operations will adhere to General Operations and Flight Rules sections of FAR Part 91. Deviations such as, minimum safe altitudes are authorized to the extent necessary to complete a SAR or Law Enforcement operations.
   b. The PIC will evaluate the requirement for the mission, helicopter performance, weather data and terrain in the mission area.
   c. All OGE maneuvers as well as mountain operations such as ridge lines, pinnacles, confined area or SAR low altitude search requires the
helicopter to have OGE hover performance. Standard PPC data will maintained on board the aircraft as a quick reference.

No pilot may begin a flight in a helicopter under visual flying rules (VFR) unless: Considering wind and forecast weather conditions) there is enough fuel to complete the mission and land with at least a 20-minute fuel reserve. Extended missions may require re-fuel stops.

Pilots flying out of the local flying area or in the mountainous regions of Snohomish County will obtain weather information relative to planned route and area of operations. Due to the limited weather reporting stations in the Cascade mountain range (only one station that’s Stampede Pass) the pilot's best judgment will be used.

Pilots will:
   a. Obtain a thorough weather briefing at the beginning of each shift and updates as weather dictates.
   b. Conduct a thorough pre-flight inspection of the aircraft at the beginning of the shift.
   c. Carefully evaluate forecast weather, projected loads, routes and expected flight time to ensure that all parameters fall within approved limitations.
   d. Use approved checklists.
   e. Complete the Air Mission Briefing and Risk Assessment forms.
   f. When responding to an emergency, the pilot may give a verbal briefing using the pocket SOP in lieu of completing the form.

2. TFO/CREWCHIEF.
   It is the responsibility of the TFO/Crew Chief to ensure that the following requirements are met prior to flight:
   a. Ensure that the appropriate mission related equipment is operational and correctly stowed on board.
   b. Ensure that all baggage and cargo are properly secured

Although the PIC has final responsibility he/she may delegate the duty of briefing and securing all passengers to the TFO/Crew Chief.

5.10. WEATHER

The Pilot in Command shall obtain a weather briefing at the start of each flight. Updates should be obtained as conditions dictate.

Aircraft will not be intentionally flown in or into IFR conditions.

All flights will be terminated during any of the following conditions:
1. During reported or observed hailstone activity.
2. During local thunderstorm activity.
3. When turbulence conditions may cause loss of control.
4. At anytime when the PIC determines, for good reason, that the existing weather conditions may jeopardize Sheriff’s Office aircraft.
5. Wind or weather exceeds Operator's Manual maximum conditions.
6. Steady winds exceed 35 knots with no forecast
7. Known severe turbulence.

5.11. FLIGHT PLANS

Flights within the local flying area requires notification to SNOPAC of the mission, time in service, Personnel numbers, passenger manifest, updates and time out of service. Flights outside of the local flying area require notification to SNOPAC of the destination, expected route and estimated time of return. A VFR flight plan shall be completed and filed with Flight Service.

If the helicopter is unable to return at the expected time, the pilot or his designee must notify SNOPAC of the situation. SNOPAC must be advised of time in service and time out of service.

Pilots will close all flight plans with Flight Service upon landing.

5.12. PERFORMANCE CHECKS

The Pilot In Command shall ensure that sufficient power is available to conduct necessary flight operations. Power required will be computed by use of manufacturer's performance charts or other charts approved by the Air Support Unit. Additional weight and balance calculations shall be made when appropriate.

5.13. ENGINE HEALTH INDICATOR TESTS (HIT CHECKS)

Engine HIT checks shall be conducted in accordance with the manufacturer's recommended procedure prior to each flight and be recorded in the aircraft logbook. These checks provide a trend analysis to indicate engine deterioration. In the event of an emergency response, the HIT check may be deleted from the run-up procedure.

5.14. CHECKLISTS

The use of approved checklists is mandatory.

1. Operator and crew checklists shall be used for engine start and shutdown, pre-takeoff and landing, and for shutdown checks.
2. Only those checklists approved by the ASU Supervisor covering the foregoing procedures shall be used.
3. An approved checklist for the type helicopter must be onboard in the helicopter at all times.

Aircrew coordination:

1. One pilot or mission observer will read checklist and second pilot will respond.
2. Crew will utilize cockpit resource management “open communication.”

5.15. AIRWORTHINESS CHECKS

1. Preflight
   Aircraft shall be inspected by the pilot at the beginning of each flight in accordance with the pilot flight manual and Sheriff’s Office procedures. Preflight may be conducted after last flight of the day.

2. Postflight
   The pilot shall make a cursory inspection of the aircraft after each flight.

3. Cursory
   If the aircraft is left unattended, the pilot shall ensure that no damage or tampering has occurred to the aircraft during his absence.

5.16. EMERGENCY PROCEDURES

1. Precautionary Landing
   A precautionary landing is a voluntary landing initiated because of a real or suspected problem. The crew should communicate to the SNOPAC Communications Center that a precautionary landing is being made and provide the location. SNOPAC personnel will be required to notify the Unit Supervisor and Special Operations Division Commander.

2. Forced Landing
   A forced or emergency landing is normally involuntary and may be the result of engine power loss and other major mechanical malfunction, or crewmember incapacitation directly and immediately affecting continued flight safety. Under these circumstances, a crewmember will normally notify SNOPAC Communications Center of the forced landing and provide the aircraft location. SNOPAC personnel shall, unless otherwise advised by a crewmember, dispatch fire, ambulance, a supervisor, and ground units. They will also notify the Unit Supervisor and Special Operations Division Commander.

The Pilot In Command has the ultimate responsibility in the evaluation and resolution of an emergency situation. Consideration must be given for
the protection of the crew and passengers as well as public safety in any emergency situation.

The proper procedure for helicopter emergencies will be followed in accordance with the appropriate helicopter operating manual and checklists.

In flight emergencies, engine failures, electrical failures, and flight control failures will be reviewed and practiced annually in the aircraft or flight simulator.

5.17. AUTOROTATIONS

Pilots shall not practice autorotation (except as required during maintenance test flights) unless accompanied by a Sheriff's Office approved CFI, Unit Training Pilot or the Chief Pilot. The Unit Supervisor will be advised prior to the launching of any flight during which autorotation will be practiced.

Autorotation during maintenance test flight shall be terminated with full power prior to 200 feet above ground level (AGL).

5.18. EXCEEDING AIRCRAFT LIMITATIONS

1. Reporting
   Should an aircraft limitation be exceeded to the limit that an inspection is recommended, the PIC shall notify the Unit Supervisor and/or Chief Pilot and record the following information in the aircraft logbook:
   a. Type of limit exceeded
   b. Number of times limit exceeded
   c. Highest value of exceeded limit
   d. Length of time above maximum allowable figure
   e. Any other pertinent information.

2. Notification:
   In the event a limitation is exceeded to the degree that grounding is recommended, the Unit Supervisor and Chief Pilot shall be notified immediately.

5.19. AUTHORIZED AREAS

The territorial limits of the Snohomish County are the primary boundaries in which Unit helicopters respond to assignments for service. Response to other
jurisdictions outside the County or State may be undertaken with approval of the Special Operations Division Commander

Approval is not required for continuing surveillance flights originating within Snohomish County.

5.20. PASSENGER TRANSPORTATION

Sheriff's Office helicopters may not be used for any commercial purpose. They cannot be used to carry persons or property for compensation or hire.

Sheriff's Office helicopters cannot carry passengers except crewmembers and persons who are:

1. Required to perform a task or duty directly related to the ongoing governmental function such as fire fighting, search and rescue, law enforcement, aeronautical research, or biological or geological research management per FAA AC 00-1.1.
2. Associated with the performance of such a governmental function and must be aboard the aircraft in connection with that function per FAA AC 00-1.1.
3. Passengers shall be limited to those whose transport is essential as defined in FAA AC 00-1.1. These may include but are not limited to Sheriff's Office members and employees, public service agency employees, medical personnel, and Search and Rescue personnel necessary for the safe completion of the mission.
4. This may include, but not be limited to, Helicopter Rescue Team personnel, Flight Medics, and other mission essential personnel and Mountain Rescue personnel.
5. Commissioned deputies in the performance of their duties.
6. Personnel as approved by the Special Operations Division Commander for the purpose of the governmental activities.
7. Any person deemed necessary for the safe completion of a mission, subject to the approval of the Sheriff's Office ASU Supervisor or designee.

Transportation of non-Sheriff's Office/SAR personnel not meeting any of the above criteria must be approved either by the Unit Supervisor, Special Operations Division Commander, or the Support Services Operations Bureau Chief. Crewmembers should be able to justify and document the emergency that required unapproved transport of personnel.

Observation and orientation flights to acquaint law enforcement personnel with the unique capabilities of the helicopter and how it can serve them in the field are permitted. Orientation flights for law enforcement, or other governmental personnel, may be conducted with the approval of the Unit Supervisor.
Prior to departure, all passengers shall be given a safety briefing by a crewmember using the passenger briefing checklist and on relevant aspects of the proposed flight. Briefings shall, as a minimum, include the following:

1. Location/operation of emergency exits.
2. Location/use of the fire extinguisher.
3. Location of first aid kit.
4. Emergency egress procedures.
5. Use of seat belts.
6. Use of flotation devices, if appropriate.
7. How to approach and depart helicopter.

Passengers will be logged in the Aircraft Manifest Log prior to flight.
1. The Aircraft Manifest will be maintained at the ASU/SAR work Offices.
2. Unplanned or unscheduled passengers boarded at locations other than at the ASU hangar will be logged in the most efficient manner available.
3. Passengers disembarked during a mission or prior to return (e.g. SAR site, SWAT insertion) will be logged off as above.

5.21. LOGGING FLIGHT TIME
Flying time starts when the helicopter lifts off of the ground. Flying time ends when the helicopter has landed and the engines are stopped or the flight crew changes.

Pilots will ensure that flight times are recorded in the log books contained in each helicopter.

Information such as the purpose of flight (i.e. Search), take-offs, landings, flight time, number personnel transported and cargo hauled, will be recorded in the Helicopter Log Book.

5.22. MULTIPLE AGENCY OPERATIONS
Missions may require simultaneous operation of Sheriff’s Office and allied agency aircraft including FBI, DEA, WSP, MAST, and Emergency Medical Services (EMS) aircraft, (e.g. pursuits, searches, rescues, medical emergencies, emergency incident management).

ASU crewmembers shall only participate in joint aircraft operations when the following conditions exist:
1. Safety of flight is paramount and is not compromised. Two-way radio communication is established and maintained throughout the operation.
2. Visual contact is established and maintained throughout the operation, if practical. If visual contact is lost or is not practical, operations may be
conducted only if specific operational boundaries are established for each aircraft, and aircraft position reports are given and monitored.

3. An Aviation Manager will be appointed whenever more than one aircraft is involved in a mission. The Aviation Manager will work from the Incident Command Post and will coordinate aircraft activity.

4. PIC’s from each aircraft will coordinate altitudes and/or specific areas to work and coordinate with the Aviation Manager to manage the aircraft within the designated airspace.

5.23. FLIGHT RESTRICTIONS
The following activities are prohibited in Sheriff's Office aircraft:
1. Operations exceeding the maximum certified gross weight of the aircraft or exceeding the maximum seating capacity.
2. Operations declared unlawful or exceeding terms of the aircraft airworthiness certificate and or limitations.
3. Operations in violation of Sheriff's Office policies or procedures.
4. Operations in violation of Sheriff's Office restrictions or letters of agreement.

5.24. SNIPERS
As a general rule aircrews are to keep Sheriff's Office aircraft away from the danger of sniper fire. During situations where an aircraft is called upon to assist in an incident involving the knowledge of, or the suspected presence of a sniper, the initial reconnaissance will be flown at maximum effective altitude so as to minimize exposure to sniper fire. Lower altitudes may subsequently be used only when all safety considerations and mission requirements have been evaluated.

A PIC may depart the area of sniper fire at any time he/she feels risks exceed the possible benefits of air cover.

In the event any Sheriff's Office aircraft comes under sniper fire it will, at the earliest possible moment, be returned to the hanger for immediate inspection.

5.25. PILOT/CREW EQUIPMENT REQUIREMENTS
1. Flying helmet- Required for all flights
2. Nomex flight coveralls- Required for all flights
3. Nomex flight gloves Required for all flights -
4. Aircrew survival vest- Required for all flights
5. Personal survival equipment (Wilderness survival equipment pack)- Required for all flights over mountainous or adverse terrain where recovery is not immediately possible in the event of a forced landing or crash
6. Personal flotation and Helicopter Emergency Egress Device (HEEDs) for over water flights including Water Bucket operations.
Web duty belts and accessories are authorized for law enforcement qualified flight personnel.

5.26. AIRCRAFT EMERGENCY EQUIPMENT
Aircraft must have the minimum equipment installed in accordance with the applicable FAR. In addition the following equipment is required for all operations:
1. First Aid Kit: At least one first aid kit shall be carried in each aircraft.
2. Fire Extinguisher: Each aircraft shall be equipped with an operable aviation approved fire extinguisher.

5.27. SECURING EQUIPMENT IN AIRCRAFT
When equipment is to be loaded or unloaded the operation shall be supervised by a crewmember. All loose equipment inside the aircraft cabin shall be secured by the pilot or Crewchief with cargo straps, unless being utilized by the crew or authorized passengers. Items that are in use during flight such as cameras or binoculars will be tethered to the user or to the aircraft.

5.28. FUELING
Crewmembers shall comply with the following procedures when fueling Sheriff's Office aircraft:
1. A crewmember shall personally supervise the fueling operation to ensure proper fuel truck placement, proper grade and amount of dispensed fuel, and that no smoking or open flame is allowed within 50 feet of the fueling operation.
2. Fuel truck, fuel tank, stationary -- fueling equipment, and the aircraft shall be grounded. The fuel nozzle shall be grounded to the aircraft.
3. "Hot" fueling (engine running) is not generally permitted except in exigent circumstances.
4. The PIC and Crew of a landing aircraft will ensure, prior to departing the vicinity of the aircraft, that the aircraft that they have just landed is immediately refueled upon shutdown. An exception to this would be when inclement weather, such as heavy rains or lightning storms occurring at the helicopter's location, would preclude refueling due to the potential for contaminating the fuel, or the risk of fire.
5. No mission will be initiated without the assigned flight crew departing with a full load of fuel consistent with weights and balances required for the mission. Each aircrew member will be responsible to ensure that this requirement is met.

5.29. FUEL RESERVES
All flights shall be terminated at least 20 minutes prior to fuel exhaustion.
5.30. HAZARDOUS CARGO
Sheriff’s Office aircraft shall not be used to transport hazardous materials or samples of hazardous material spills. Transport of duty OC spray or gas munitions is allowed if authorized by the PIC. These items must be mentioned in the Air Mission Briefing if carried.

5.31. SMOKING/TOBACCO USE
Personnel will follow the Sheriff’s Office and County guidelines concerning tobacco utilization in and around the aircraft and related facilities.

For non-employees, Smoking is prohibited within 50 feet of the aircraft.

The use of any tobacco product is prohibited in the aircraft.

5.32. FIREARMS IN AIRCRAFT
All applicable SCSO policies and procedures regarding firearms apply to ASU operations.
1. SCSO issued/approved duty sidearm will be carried in ASU approved holsters during flight operations.
2. SCSO issued/approved rifles and other weapons maybe carried as mission appropriate.
   a. When such weapons are carried they will be not have chambered rounds.
   b. Unsecured weapons will not be left unattended in the aircraft.
3. Firearms shall not be discharged from aircraft while in flight except as a last resort to protect the crew or others from an immediate threat of death or serious bodily injury.

5.33. OPERATIONAL HAZARD REPORTS
1. Responsibility
   Each member of the Air Support Unit is responsible for ensuring that all activities are conducted in a safe manner. Our goal is to eliminate injuries to personnel, and all damage to equipment and property. All members shall use safe procedures in the performance of all duties, assist fellow members in the performance of tasks so as to minimize hazards, contribute to the Sheriff’s Office safety program by making suggestions for improvement, and immediately report unsafe conditions, procedures, or work practices to the Unit Supervisor.

2. Reporting
   To establish the flow of information regarding physical hazards, (which personal action cannot correct), and to address issues which warrant additional training to improve safety, the Hazard Report has been developed (Annex D). Upon observing a safety hazard, personnel shall document the information on the Hazard Report and turn it in to the Unit
Supervisor. After the condition is resolved the form will be maintained in Unit files.

5.34. UNIT INSPECTIONS
The Special Operations Division Commander shall conduct a Unit Inspection of the Air Support Unit at least once annually.

5.35. RADIO FREQUENCY UTILIZATION, Non-Air Traffic Control

1. General
When engaged in any flight operations aircraft will utilize the appropriate law enforcement radio frequencies.
   a. Aircraft will log into service utilizing the designated aircraft radio recognition identifier and the serial numbers of all crew and SCSO passengers.
   b. When leaving from Taylor’s Landing, SCSO East Primary will be the default frequency
   c. Once airborne the PIC will ensure that the aircraft is communicating to SNOPAC/SNOCOM over the primary frequency for the area being overflown or controlling the mission incident
   d. The established radio policies and procedures for field operations will be followed for air operations.

2. Radio Call Signs, Non-Air Traffic Control
The call-sign “SNOHAWK 1” will be used for the light aircraft.
   “SNOHAWK 10” will be used for the medium lift aircraft

3. Law enforcement Operations
When on routine law enforcement patrol, or when transiting areas on non-priority missions, the appropriate law enforcement radio frequencies will be monitored.
   a. Procedures for notifying SNOPAC/SNOCOM of unit frequency changes for patrol units shall apply to aircraft

4. SAR/Fire Operations
Unless otherwise directed, air crews will operate under the appropriate SNOPAC/SNOCOM designated frequencies for the incident.
   Aircrew may operate on SAR designated frequencies and communicate directly with the SAR TOC or Incident Commander without going through SNOPAC

5.36. AIRCRAFT STATUS CODES
The following aircraft status codes will be utilized to designate the status of aircraft between flight operations. Whenever the aircraft land, a status code will be given to SNOPAC. The aircraft will remain on the East SCSO Unit roster

1. **ALPHA**
   The “ALPHA” code followed by a number 1-60. ALPHA indicates that the aircraft is available for service and the number indicates the number of minutes to become airborne.

2. **BRAVO**
   The “BRAVO” code followed by a number 1-24 indicated that the aircraft and crews are operational, but will take longer than 1 hour to become airborne. The number following the “BRAVO” indicator is the number of hours, up to a maximum of 24 hours.

3. **CHARLIE**
   The “CHARLIE” code indicates that the aircraft and/or crew are not available for flight operations for at least 24 hours or more.

### 6. OPERATIONS, SPECIAL

6.1. **VEHICLE PURSUITS.**
   Vehicle pursuits present Sheriff’s Office personnel with a complex situation requiring constant reevaluation of tactics and involvement. If properly incorporated, Air Support Unit personnel involvement in a vehicle pursuit can reduce the potential for injury and damage.

**NOTE:** As with any operation, Sheriff’s Office aircrews are liable for their acts and omissions when involved in vehicle pursuits. Operational decisions must be preceded by careful analysis of the seriousness of the offense versus the dangers involved.

6.2. **DEFINITIONS:**

1. **Active Pursuit:**
   An active attempt by ground units, per SCSO pursuit policy, to stop, capture or attempt to keep a fleeing vehicle in view. An SCSO air unit may or may not be on-scene.

2. **Passive Pursuit:**
   Once the crime of eluding is established and upon the arrival of an air unit, the pursuing law enforcement vehicles shall break off their immediate attempt to capture a fleeing vehicle. Emergency equipment on pursuing vehicle is de-activated. All vehicles fall back, staying out of sight, but in the immediate area. All other units may take up flanking positions. The air unit becomes the primary pursuing vehicle,
and will maintain an altitude and distance from the subject vehicle that will allow
good aerial observation but will not allow the subject to realize that they are being
pursued by air. Air unit will relay relevant information on subject’s location,
direction of travel, traffic hazards, and will coordinate ground unit positioning and
response. Air unit will relay any information that may jeopardize public safety or
officer safety.

6.3. AIR SUPPORT UNIT RESPONSIBILITIES.
Air Support Unit’s primary responsibility during a vehicle pursuit is to assist and
coordinate field activities without negligently endangering themselves, ground personnel
or others. When available, and not subject to a higher priority radio call, the air unit
shall respond to all vehicle pursuits.
Overall control of the pursuit shall remain with the primary ground unit and the
concerned supervisor. In any pursuit, and especially in a hostage situation, the use of an
air unit is recommended. If practical, the aircrew will videotape the pursuit for
evidentiary, tactical and training purposes

NOTE: It is imperative all personnel understand that circumstances sometimes exist
which either preclude an air unit from responding to a vehicular pursuit or cause an air
unit to prematurely disengage. Inclement weather, terrain, air space restrictions and air
traffic are factors which can affect an air unit’s involvement in a pursuit situation.

6.4. PURSUITS INVOLVING SHERIFF’S OFFICE AIRCREW.
Following are procedures associated with the involvement of a Sheriff’s Office air crew
over a pursuit. In any pursuit, and especially in a hostage situation, the use of an air unit
is recommended. When an air unit is requested to “take over” a pursuit by a supervisor
or the primary unit engaged in the pursuit, aircrews shall normally assume the
responsibility of broadcasting and maintaining visual contact of the pursuit.

1. Responding to a Pursuit.
   At the first report of a pursuit within the ASU operational area, or is about to enter
the area, the air crew will respond with or without a request from a ground unit or
SNOPAC, but will notify SNOPAC, and the coordinating communications center if
it is not being managed by SNOPAC, that they are in route and their ETA. The air
crew will then stay on the frequency of the controlling agency.

2. Primary Air Unit/Multiple Aircraft.
   When more than one air unit is aloft, such as WSP, the air crew shall determine
which air unit will respond as the “primary air unit” and what other multiple aircraft
tactics may be employed.

   An Aviation Manager will be appointed if more than one aircraft is involved in a
pursuit. Only one aircraft will follow a vehicle in pursuit. The second aircraft will
stand back and shadow the primary air unit and be prepared to take over the aerial
pursuit when the primary air unit breaks for fuel or other reasons.
NOTE: An air unit already involved in the pursuit will normally be the primary air unit.

6.5. AIR UNIT VISUAL CONTACT WITH PURSUIT.
Once the air crew has established visual contact with the pursued vehicle and believes that it can best handle the pursuit, the air unit shall advise the coordinating communications center. Suggested text includes: “SNOHAWK 1 is over the pursuit and can manage it if required.” SNOPAC shall advise the pursuing units and ask if responsibility for broadcasting pursuit information shall be assumed by the air unit. Though the air crew may, under certain conditions assume the responsibility for broadcasting the pursuit, the overall control of a pursuit shall remain with the ground unit’s supervisor.

The supervisor, or the primary unit, shall relinquish responsibility for broadcasting pursuit information by notifying SNOPAC, unless in the supervisors/deputy’s judgment the gravity of the offense and the surrounding terrain dictate that responsibility for broadcasting pursuit information and coordinating field activities should remain with the ground unit.

NOTES:

1. The ability to “take over” a pursuit means the air unit is able to keep the suspect vehicle in sight and inform ground units of the suspect’s general location and direction of travel.

2. An air crew’s refusal to accept primary communication responsibility for an active pursuit should generally be based on poor weather, air traffic control restrictions, other conditions creating hazards to flight, or where the management of the pursuit exceeds the capabilities of the air crew.

3. The apparent ability of the ground unit(s) to continue the pursuit should not be a factor.

6.6. ACTIVE/PASSIVE PURSUIT DETERMINATION
The involved ground unit supervisor will determine if the pursuit will continue as an active pursuit, or will be managed as a passive pursuit. If the pursuit is to be continued as an active pursuit, the primary and secondary ground units may proceed with all emergency equipment activated and follow the pursuit (i.e., the pursued vehicle) at a distance which would allow them to apprehend the suspect(s) when the pursuit has terminated. If the pursuit is to be managed as a passive pursuit the involved units shall immediately begin operations as outlined under the definition for “Passive Pursuit” above.

The air unit shall continue the passive pursuit until its termination or until conditions (such as inclement weather, terrain, other air traffic, etc.) necessitate disengagement.
from the pursuit. Under those circumstances, the involved ground unit shall be advised by SNOPAC to resume control of the pursuit.

6.7. AIR UNIT TERMINATION OF PURSUIT.
The air unit should advise ground units of upcoming traffic congestion, road hazards, or other pertinent information. If ground units are not within visual contact and the air unit determines, in the interest of safety, that it can no longer continue pursuing, the air unit shall terminate the pursuit and notify the controlling communications center.

6.8. INVESTIGATIVE SURVEILLANCE FLIGHTS
Investigative/surveillance flights may be conducted as requested. Investigative/Surveillance Flight operations that are conducted on an overtime basis must be cleared through the Unit Supervisor or Special Operations Commander.

1. Out of County Investigative/Surveillance Flights

Investigative/surveillance operations out of Snohomish County must be approved by:
   a. Unit supervisor or
   b. Special Operations Commander.

The following information pertinent to a scheduled out of county mission shall be supplied to the aircrew and Unit Supervisor prior to flight as appropriate:
   a. Estimated duration of flight.
   b. Location of flight (flight path).
   c. Additional location to which subject may travel.
   d. Subject’s potential awareness of aerial surveillance.
   e. Subject(s) vehicle(s) description.
   f. Surveillance vehicle descriptions.

Flight crews shall thoroughly prepare for out-of-County flights prior to initiating the mission.
   a. Obtain sectionals, maps, charts, etc.
   b. Weather briefings and forecasts.
   c. Determine flight altitudes.
   d. Compute fuel burn and availability along expected routes.
   e. Determine ATC facilities and frequencies that require contact during flight.
   f. Select alternative landing locations.
   g. Acquire specialized equipment (as needed).

2. Investigative Personnel on Flights
Investigative personnel may accompany flights if they have a specific investigative function that they can accomplish in a more expeditious/efficient manner than the aircrew.

However, only those investigative personnel who are mission-required shall accompany the flight. Whenever practical aircrew should accomplish the goals of the mission as a part of normal flight operations without adding additional investigative personnel.

6.9. SPECIAL EVENTS
Flights in support of special events may be conducted as appropriate. Flight operations that are conducted on an overtime basis must be scheduled through the Unit Supervisor or a Special Operations Division Commander.

Personnel who have mission-specific information and/or command/coordination roles may accompany flights if such will enhance the airborne capabilities and maximize the utilization of the aircraft in support of the operation.

During flight near special events, flight crews may be required to conduct the following duties:
1. Crowd estimates and management
2. Traffic control/management
3. Perimeter crime patrols (parking lots, etc.)
4. Aerial command post
5. Aerial photography, to include down-link imagery

During special events, flight crews shall pay particular attention to other aircraft in the vicinity such as news media, advertisers, etc.

Coordination of flight patterns and altitudes shall be made through the appropriate ATC facility.

7. TRAINING

7.1. LESSON PLANS / SCHEDULES
Unless otherwise indicated, written lesson plans and schedules shall be developed and used to conduct initial, recurrent, remedial, or specialized crew training. The Unit shall retain the original lesson plans, and a copy shall be placed in the affected pilot's/crewmember's training file.
7.2. ANNUAL CREWMEMBER TRAINING

The Air Support Unit will conduct annual training (outlined in Training Annexes) for all Unit members. The aircraft familiarization/flight portion of this requirement may be met by attending a "factory authorized" pilot recurrence training course.

Pilots and other personnel authorized by the Sheriff's Office shall be required to receive and satisfactorily complete training specified. The Sheriff's Office shall provide initial, recurrent, and if necessary, remedial pilot training to authorized personnel.

8. CURRENCY

Due to the high degree of pilot and crew proficiency required to conduct SAR operations in remote and mountainous terrain flight crews will:

1. Fly at least once every 30 days for proficiency for all PICs and once every 90 days for all other crewmembers.
2. Conduct training scenarios every 60 days on high-risk mission tasks such as Hoist Ops, Short Haul, Rappelling and One-Skid Landings.
3. **Note:** Actual missions may replace proficiency flights and mission tasks as determined by the Chief Pilot.

9. AVIATION SAFETY

9.1. GENERAL

These Unit Standard Operating Procedures are based on the concept that safety comes first. Essential elements of safety include:

1. Quality/condition of equipment (meticulously inspected before flight)
2. Thorough training and motivation of pilots.
3. Devoted attention to duty
4. Good judgment.
5. Sound operational planning, and;
6. Efficient use of resources.

The Air Support Unit shall endeavor to perform all flight operations with the highest degree of safety.

9.2. FLIGHT LINE SAFETY

Safety shall be the primary consideration when working around any aircraft. The following practices shall be followed:

1. **AT ALL TIMES** Approach and depart a running helicopter from the right front or left front
   a. Do so in a crouched position.
b. Remain in sight of a crewmember, and;
c. Approach or depart only with a crewmember's knowledge and approval.

2. Secure all loose, lightweight objects left in the landing and run-up areas of the pad.

3. Do not place protruding objects in the landing area without notifying the flight crew.

4. All persons and vehicles are to be kept at least 25 feet away from aircraft when rotor blades are in motion unless otherwise authorized by the pilot or observer.

5. Any unauthorized persons approaching or standing near running helicopters or landing pads shall be directed to a safe area.

6. All personnel assigned to the Air Support Unit shall take immediate action upon noticing an unsafe condition or unsafe act occurring on or near the helicopter or pad area.

7. Flammables and combustibles shall be stored properly at all times.

8. All clean up materials shall be placed in proper receptacles and/or storage areas.

9.3. SAFETY PROCEDURES

1. General
   a. No person will operate in or around any aircraft, the flight line and/or flight operations in a careless or reckless manner.
   b. No person will operate, work as a crewmember or ride as a passenger if his/her mental or physical condition may be detrimental to safety.

2. PIC Responsibility
   The pilot in command has the ultimate responsibility for the safe conduct of all aspects of the flying mission.

3. Boarding Briefing
   Prior to boarding the helicopter the pilot or his designee is responsible for briefing all passengers on:
   a. The proper approach to and exit from the aircraft
   b. Rotor hazards
   c. Equipment
   d. Emergency procedures.

4. Hearing Protection
   Personnel near the landing zone and personnel who are working aboard the helicopter shall wear hearing protection. Ear plugs, headsets and helmets are acceptable hearing protection.
5. Boarding Aircraft
   a. Personnel will only approach / depart the helicopter under the direction of the pilot or crew.
   b. Personnel will not approach or depart the helicopter from any side on which the ground is higher than the aircraft is standing or hovering above (uphill) unless authorized by the pilot or crew.
   c. NEVER approach the helicopter from the rear.
      i. Stay away from and be aware of the tail rotor.
   d. Stay at least 50’ away from the helicopter rotors when the blades are in motion and remain clear of the tail rotor at all times.
   e. When approaching or leaving the helicopter keep your head low.
   f. All persons to be flown in the helicopter who are not familiar with helicopter operations shall be escorted to and from the helicopter.
   g. All persons assigned to helicopter operations will take immediate and appropriate action upon noticing an unsafe condition or any unsafe act occurring on or near the helicopter or the landing zone.
   h. There shall be no smoking within 50’ of the helicopter
   i. When loading passengers the pilot or his designee will make certain that they are secured properly with seat belts and are briefed on emergency procedures.
   j. Crewmembers and passengers shall wear seat belts and harnesses in accordance with applicable FARs.

9.4. AIRCREW PHYSIOLOGICAL STANDARDS

1. Alcohol/Drug Use
   Flight following consumption of alcoholic beverages or drugs shall be in strict conformance with applicable FARs, except that no person shall act as a crewmember on a Sheriff's Office aircraft within 10 hours after the consumption of any alcoholic beverage.

2. Medication
   In the event that a medication has a detrimental effect any crewmember’s/pilot's performance, he/she will be grounded in accordance with the provisions of the FARs and Standard Operating Procedure. (See FAR 91.17)
   The final authority of fitness for duty will rest with the Unit Supervisor. The authority for fitness for flight operations will rest with the Chief Pilot

3. Changes in Flight Fitness
   All personnel are responsible for notifying the Unit Supervisor of any changes in their legal flying status and medical Certificates. Further pilots and crew are cautioned not to accept flights when their mental or physical condition could be a detriment to the safety of the operation. Pilots and
crew known to be suffering mental anguish, anxiety, or other problems that could prevent their full concentration and attention to flight will be temporarily removed from flight status.

4. Scuba Diving Prior to Flights, Time Restriction
   Scuba diving by any occupant of a helicopter is prohibited less than 72 hours prior to any flight.

5. Blood donations Prior to Flight, Time Restriction
   Blood should not be donated less than 72 hours prior to any flight.

9.5. AIRCREW REST
1. Without the concurrence of the Chief Pilot no crewmember will fly more than eight hours total flight time in a 24-hour period.
   a. Time restrictions may be influenced by NVG utilization, See NVG Operations Annex E.
2. The PIC will ensure that all crew have had sufficient rest between work periods to ensure mission success.
3. No pilot will fly more than four continuous hours as pilot in command.
   a. A break of at least 45 minutes ground time will be adequate for the four-hour maximum rule.

9.6. SAFETY MEETINGS
The Safety Officer will schedule and coordinate safety meetings at least quarterly to reemphasize various safety practices and exchange aviation safety information. Information and safety procedures provided by the FAA and other agencies shall be reviewed on an annual basis.

9.7. AVIATION LIFE SUPPORT EQUIPMENT (ALSE)
Aviation Life Support Equipment (ALSE) shall be issued to all crewmembers to enhance safety during both routine operations and emergencies. The following procedures shall be followed to enhance the effective use of ALSE:

1. The minimum amount of ALSE required for each crewmember is indicated on the Aviation Life Support Equipment Form (Annex 5-A).
2. The Air Support Unit may supplement this equipment as desired to meet the specific needs of its operations environment or mission.

The following ALSE shall be worn during flight operations except when otherwise authorized by the Unit Supervisor and/or Chief Pilot:
1. Nomex Flight Suit.
   a. Sleeves shall be down with Velcro fastened.
2. Nomex flight gloves.
3. Leather flight boots.
a. Hearing protection will be worn unless a flight helmet or flight earphones are being worn.

Certain specific short-term operations dictate the removal of portions of the required equipment but should not be considered a means to avoid the proper wearing of required equipment during routine operations. The Unit Standard Operating Procedures shall indicate missions that require the removal of ALSE and what ALSE is to be removed.

Strong encouragement is given to wearing the following optional ALSE at all times:
1. Flotation Vest
   a. Required for over water flights
2. Skull cap.

Replacement of ALSE will be on an "as needed" basis. Crewmembers requiring the replacement of issued ALSE items should notify the Unit Supervisor.

9.8. HAZARD REPORTS

The Hazard Report, (at Annex D) is designed to be used by any Unit member to report safety hazards. The hazard may be operational or procedural in nature. The purpose of the form is to identify problems with Sheriff's Office aircraft or Unit procedures and to provide suggestions for correcting the problems. The form shall be completed as follows:
1. The crewmember identifying a problem should then turn in the completed form to the Unit Supervisor
2. The original copy is filed and one copy is forwarded to the Special Operations Section Commander if the hazard is significant.
3. A second copy will be forwarded to the Safety Officer, Chief Pilot, or other appropriate Unit members for review and action.
4. The Unit Supervisor must approve the action recommended by the Maintenance Officer, Safety Officer or the Chief Pilot.
5. The Unit Safety Officer or other designated Unit member will track the report until the problem is resolved, and then will ensure that all Unit members are informed of the solution to the problem.
6. The original report will be updated with the problem resolution and a copy forwarded to the Special Operations Division Commander, if appropriate.

10. AIRCRAFT MAINTENANCE

10.1. OBJECTIVES

An Inspection and Maintenance Program is established to ensure the Air Support Unit meets or exceeds industry standards in aircraft maintenance, performance,
and uniformity of equipment and operations. To accomplish this objective all maintenance will be according to Sheriff's Office standards and guidelines.

10.2. GENERAL

1. Approval
   Approval from the Unit Supervisor is required for all modifications, alterations and equipment installations on Sheriff's Office aircraft. All purchases must follow established SCSO/County policies and procedures for purchase and obligation of funds. All purchases will be coordinated through the Special Operations Division Commander and/or the Fiscal Unit.

2. Helicopter Maintenance, General
   Aircraft will be maintained IAW aircraft maintenance procedures established by the manufacturer or by the Interagency Committee for Aviation Policy (ICAP). Current DOD maintenance directives, publications and ASAM messages will be followed.

   In addition FAA service bulletins and airworthiness directives will be reviewed for their applicability to surplus DOD aircraft.

   The Unit Supervisor will ensure that all maintenance is accomplished in accordance applicable FARs, and/or FAA regulations. They will also ensure that maintenance is accomplished as required by warranties, contracts or maintenance policies and procedures.

3. Ready Response Posture
   All flyable aircraft will be maintained in a ready response posture. This includes:
   a. Aircraft fueled,
   b. Pre-flight complete, and;
   c. Run-up in advance of mission notification.
      i. This reduces response times and likelihood of a mission aborts due to maintenance.
   d. During times of low utilization the aircraft will receive a pre-flight and run-up every 14 days to ensure the aircraft's operational status.
   e. Flights within the 14 day window may be use to verify aircraft readiness.
   f. All deficiencies will be noted in the helicopter log, and those faults affecting mission availability or safety will be corrected before the next flight.
   g. Those faults affecting the airworthiness of the aircraft will ground that aircraft from service until corrected.
4. One-Time Flight
The Unit Supervisor and/or Chief Pilot will be notified of operational deficiencies and any time an aircraft is removed from service. With Unit Supervisor authorization the Chief Pilot may conduct a one-time flight of a temporarily grounded aircraft in order to ferry it to a maintenance facility. If the aircraft is non-flyable a field maintenance team will be contacted for response to the aircraft’s location.

5. Maintenance Authorization
The Maintenance Officer, Chief Pilot, Unit Supervisor, or crewmembers designated by the Unit Supervisor may authorize aircraft maintenance.

10.3. AIRCRAFT AND RECORDS INSPECTIONS

1. Inspections, General
Inspections of Sheriff's Office aircraft, equipment, manuals, and maintenance records are completed at increments determined by manufacturer or by the ICAP inspection guide and conducted by the maintenance contractor. Unit pilots and crewmembers may conduct Preventative Maintenance Inspections (PMI's).

2. Required Equipment Inspections
The following inspections shall be performed and documented by the Unit Supervisor and/or Chief Pilot on all Sheriff's Office aircraft:
   a. TRANSPONDER: Inspection and certification of the transponder must have been performed within the proceeding 24 calendar months.
   b. PITOT STATIC SYSTEM: Static pressure system, altimeter instruments, and each automatic pressure altitude reporting system must have been inspected and certified within the preceding 24 calendar months.
   c. EMERGENCY LOCATOR TRANSMITTER (ELTs) will be maintained in accordance with the following:
      i. Function test unit during 300 hour/annual inspection
      ii. Check battery pack for leaks during 100-hour inspection.
      iii. Check antennae, cable, and mounting bracket during 100 hour inspection.

10.4. RECORDS AND MANUALS INSPECTIONS
Inspect for:
1. Airframe and engine logbooks for proper entries.
2. Recorded maintenance.
3. Required test flight endorsements
4. Compliance with Airworthiness Directives.
5. Airframe and Engine maintenance manuals with latest revisions.
6. Service Bulletins and Service Letters when applicable.
7. FAA Airworthiness Directives.
8. Maintenance Request files.
9. Military TM's and supplementary changes for applicable aircraft.

10.5. TEST FLIGHTS, LOG BOOK ENDORSEMENT
Federal Aviation Regulations require any maintenance that rebuilds or alters that may change the flight characteristics or substantially affect the operation in flight requires a test flight and aircraft logbook endorsement by an appropriately rated pilot.

Unless otherwise directed by the Unit Supervisor and/or Chief Pilot the appropriately rated pilot shall be a qualified Sheriff's Office pilot.

10.6. VENDOR MAINTENANCE

1. General
   All repairs and maintenance will be performed by authorized personnel.

2. Coordination
   Maintenance and inspections should be coordinated in advance with authorized contractors to minimize downtime.

3. 100 Hour Inspections
   100-hour inspections shall not be exceeded by more than 10 hours. This will allow flexibility in scheduling maintenance. Flight hour requirements of finite limit components shall not be over flown.

4. Maintenance Away From Service Facilities
   If there is any doubt as to flight safety, an aircraft shall not be flown. It should be repaired at the location where a defect develops or transported to the repair facility.

10.7. EMERGENCY REPAIRS
In emergencies or under unusual circumstances service or repairs beyond the ability of the crew must be referred to the County's contract maintenance vendor, after consultation with the Unit Supervisor.

10.8. MAINTENANCE PERFORMED BY QUALIFIED PILOTS

1. Authorized Repairs
   The following repair/maintenance operations are authorized by the FAA to be performed by pilots, who are not contracted maintenance personnel. Sheriff's Office pilots who are not proficient shall receive training from
the current maintenance vendor, and demonstrate proficiency prior to accomplishing any of the following:

a. Removal and installation of doors, cowlings and fairings
b. Replacement of defective safety wire or cotter pins.
c. Replacement or tightening of loose screws or fasteners.
d. Lubrications in accordance with FAR Part 43.
e. Replacement of bulbs, reflectors, and lenses of position and landing lights, anti-collision lights, and searchlights.
f. Tightening loose fittings or clamps to correct minor seepage.
g. Removal and installation of front or rear seats.

All pilot repairs/maintenance will be in compliance with FAR 43.3.g.

10.9. MAINTENANCE LOGBOOKS

1. Entries
   Per the applicable FARs, airframe and engine logbooks shall be maintained for the specific make and model of each aircraft as listed on the Aircraft Data Plate. The following logbook entries shall be made as soon as practicable:
   a. Upon completion of inspections, repairs, or maintenance performed by an authorized mechanic or Sheriff's Office authorized personnel.
   b. Upon compliance with a FAA or manufacturers maintenance directive.
   c. Upon compliance with manufacturers Service Bulletins or Service Letters after a maintenance test flight and release for service.

   Logbook entries will contain:
   a. Hobb's time and date
   b. Brief description of work. E.g. "300 hour inspection completed"
   c. The words "Aircraft returned to service"
   d. The words, "See work order # ________ for details"
   e. Mechanic's signature

2. Logbook Review
   The logbooks shall be reviewed by an appropriately rated pilot prior to accepting the aircraft from the facility or individual performing the maintenance or as soon as practicable thereafter.

3. Availability of Maintenance Logbooks
   Maintenance logbooks shall be kept where Sheriff's Office or FAA representatives may readily inspect them. Except when traveling to or from a maintenance vendor, logbooks shall not be carried in the aircraft.

10.10. CARE AND STORAGE OF AIRCRAFT
1. Post Flight Responsibilities
   Whenever possible/practical aircraft will be stored in proper aircraft hangers, however,
   a. All aircraft kept outside will be secured with tie downs when not being used.
   b. Aircraft should be secured so as to prevent or mitigate damage from severe weather.
   c. All aircraft parked outside have exhaust covers securely attached.

2. Aircraft Security
   a. Aircraft parked unattended outside or in an unsecured hanger shall be locked to protect equipment from theft, damage, and tampering.
      i. If the aircraft is temporarily being left unattended at a secure landing area, and/or is view of the crew, it does not need to be locked
   b. When aircraft are on public display one ASU Unit member and/or crew member will remain with the aircraft at all times.
   c. When aircraft are on display to the public the area around the helicopter will be secured in such a manner as to prevent damage to equipment.

10.11. AIRCRAFT SPARE PARTS INVENTORY
   The Maintenance Officer is responsible for inventory, storing, and maintaining current records of major component spare parts for all Sheriff's Office aircraft.
11. ANNEX A: RAPPELLING FROM COUNTY HELICOPTERS

11.1. GENERAL
   1. Rappelling from a helicopter becomes necessary at times when we are
called upon to rescue or assist people located in areas not readily
accessible by other means.

   2. Therefore, in order to provide maximum safety, the following criteria will
be required of all personnel prior to rappelling from county operated
helicopters.

11.2. TOWER TRAINING
   1. All personnel will successfully demonstrate to the SAR sergeant or his
designee, their ability to free rappel from a training tower or
other similar structure on a quarterly basis.

   2. Altitude of the training structure is not the primary factor. The rappeller
must demonstrate efficiency in use of the equipment and smoothness of
descent to qualify.

   3. No one will be allowed to rappel from the county helicopter until he/she
has demonstrated to the satisfaction of the SAR sergeant or his designee,
the following:
      a. Ability to put on and properly secure the rappelling harness.
      b. Ability to properly secure the rappelling rope to the figure eight
device.
      c. Ability to properly secure the figure eight device to the rappelling
harness.
      d. An efficient, smooth and controlled exit and rappel from the training
tower or other structure.
      e. Emergency tie off procedure.
      f. A proper disconnect from rope on completion of rappel.

   4. The Sheriff’s Office approves only the figure eight type rappelling device
in order to provide simplicity of operation and maximum safety.

   5. The rappelling harness used must be of a type and design approved by
SAR sergeant.

   6. Rappellers rappelling out of the helicopter will use the techniques which
were demonstrated at tower training by the tower instructor assigned by
the SAR sergeant. Rappellers will utilize the same personal rappel equipment at the tower training that they use during helicopter rappels. The tower rappel instructor’s responsibilities include inspecting student’s personal rappel equipment. A designated Crewchief will be present at tower training to assist the tower instructor.

11.3. RESPONSIBILITIES DURING RAPPELLING OPERATIONS

1. Helicopter Pilot’s Responsibilities:
   a. The Pilot shall: Select the location of the rappel, due in part to the pilot’s ability to hold a good hover at the intended landing spot of the rappeller.
   b. The Pilot will maintain constant communications with the Crewchief of any changes in order for the Crewchief to take appropriate action as necessary.

2. Crewchief’s Responsibilities:
   a. The Crewchief shall: Brief all rappellers and other authorized passengers aboard on emergency procedures.
   b. Brief rappellers regarding details of mission and intended rappelling site.
   c. Anchor rappelling rope to aircraft.
   d. Assist hooking up each rappeller to the rappelling rope as needed.
   e. Advise the rappeller when to exit the aircraft.
   f. Maintain constant communications with the pilot, advising status of rappel, keeping pilot advised of distance to hazards, such as trees, etc.

3. Rappeller’s Responsibilities:
   a. The Rappeller shall: Be required to wear a safety helmet, heavy-duty gloves and a properly installed harness during all practice and actual rappelling missions.
   b. Be responsible for his/her equipment and see that it is properly secured.
   c. Stay seat belted in the helicopter until directed otherwise by the Crewchief.
   d. At the crew chief’s direction, while remaining securely seat-belted in the aircraft the rappeller will install the rappelling rope into the figure eight device and secure the figure eight to their harness.
   e. Only at the direction of the Crewchief will the rappeller unbuckle the seat belt and take a position on the skid outside the aircraft. The rappeller’s braking hand will be in the braking position from the time he/she unbuckles from the aircraft until he/she has completed the rappel or is securely back in his her seat.
   f. When directed by the Crewchief, the rappeller will rotate backwards and start a steady controlled descent.
   g. Determine whether or not the landing site is safe prior to disconnecting from the rope. Once the decision is made that the location is
satisfactory, the rappeller will pull a few extra feet of rope through the
figure eight device in order to allow the aircraft some maneuverability
while the rappeller disconnects from the rope.

h. Once the disconnect is complete, the rappeller shall give a thumbs up
signal to the Crewchief indicating that they are free of the rope.

i. Emergency Procedures during Rappel Operations.
   i. In the event of an in-flight emergency, the pilot will declare an
      emergency via radio and intercom.
   ii. If the emergency occurs prior to the initiation of a rappel, normal
        helicopter emergency procedures will be followed.
   iii. If the emergency occurs after the initiation of a rappel but prior
        to the rappeller going off of the skid, the Crewchief will signal
        rappeller to move back into the aircraft.
        • Rappeller will quickly move back into their seat and buckle
          the seatbelt while Crewchief cuts the rappel rope below
          rappeller’s connection point.
   iv. If the rappeller is already on rappel and off the skid, the
      Crewchief will signal the emergency to the rappeller via three
downward sweeps of his arm.
      • If possible, the rappeller will descend their ropes to the
        ground as quickly as possible.
      • If descent to the ground is impossible, rappeller will lock off
        and tie off on the rappel rope and may cut the rope beneath
        them.
      • Pilot will then attempt to short haul rappeller to a ground-
        landing site.
   v. Rappeller emergency signal to Crewchief.
      • With NON-Breaking hand signal “throat slash”. Tie off –
        Lock off

11.4. EMERGENCY PROCEDURES FOR RAPPEL

Rappeller is Unable to Reach the Ground (Rappeller signals by throat slashing
hand gesture)

1. Say: “Rappeller is stuck, Hold Hover”
2. Say “Rappeller is stuck ___ Feet from the Ground, Hold Hover”.
3. Check Rotor and Tail Clearance
4. Attempt to Set the Rappeller on the Ground if the Aircraft Can.
5. Say “Come down ___ Feet” Enough to Get Rappeller on the Ground.
6. If Aircraft Cannot Come Down, Rappeller Should Tie Off and Cut Excess
   Rope Free, Below Them.
7. Rappeller Signals They Are Ready For a Fly Away. (SPREAD EAGLE)
9. Direct Pilot to a Location Where Rappeller Can Be Set Down on the
    ground to resolve the problem.
11.5. AIRCRAFT EMERGENCY PROCEDURES DURING RAPPEL OPERATIONS

1. The pilot will declare an emergency via radio and intercom.
2. If the emergency occurs prior to the initiation of a rappel, normal helicopter landing procedures will be followed.
3. If the emergency occurs after the initiation of the rappel but prior to the rappeller going off the skid, crew chief will signal rappeller to move back to his seat by patting seat with his hand. The rappeller will quickly move back into their seat and buckle the seatbelt while the crew chief cuts the rappel rope.
4. If the rappeller is already on rappel and off the skid, the Crewchief will signal the emergency to the rappeller via three downward sweeps of his arm.
   a. If possible the rappeller will descend their rope to the ground as quickly as possible.
   b. If decent to the ground is not possible, rappeller will lock off and tie off on the rappel rope and cut the rope beneath them.
   c. Rappeller’s emergency signal to Crewchief is throat slashing gesture with non-braking hand and complete step B.
5. Pilot will attempt to short haul rappeller to a ground landing site.
12. ANEX B: SHORT-HAUL OPERATIONS

12.1. DEFINITION

This technique involves the use of a fixed static rope to transport one or more persons beneath the helicopter. Persons are lifted from one location while suspended beneath the aircraft and set down at another location a short distance away where the helicopter can land and recover those personnel.

12.2. OPERATION GUIDELINES

1. Short-hauling from helicopters will be conducted in accordance with (IAW) this SOP.

2. The SAR Incident Commander will make a risk/benefit analysis and determine if the hazards to the rescuers, patient and pilot are justified in comparison to other rescue/recovery methods.
   a. The SAR Incident Commander and the Pilot-in-Command (PIC) must jointly agree to a short-haul rescue/recovery or transport.
   b. In the event that the SAR Incident Commander is unable to communicate with the PIC, under life saving conditions, the PIC shall have the authority to conduct the short-haul operation without approval of the SAR Incident Commander.
   c. Factors such as duration and difficulty of a conventional evacuation, patient safety and medical considerations, transport time to a definitive care facility, weather, incident location and manpower availability will be considered.
   d. Short-haul techniques may be utilized if a short-haul would be the most reasonable way to proceed. Short-haul techniques may be utilized under any of the following situations:
      i. Injured person with an airway problem, respiratory distress, or evidence of circulatory compromise.
      ii. An injured person with a Glasgow Coma scale of ten or less.
      iii. When a technical rescue operation is required to effect a ground-based evacuation. A technical rescue often places more personnel in potential jeopardy and can be more dangerous than a short-haul evolution.

3. Short-haul operations generally fall into two categories. One where a team first rappels, walks into or is already on scene in the pick-up zone (PZ) and prepares the victim for short-haul extraction. The other is a short-haul staged at the landing zone (LZ) where the recovery team is
lifted from the staging LZ to the incident PZ, preps the victim who is then extracted by short-haul techniques.

12.3. PREFLIGHT PROCEDURES

Preliminary preflight procedures will be the same for both methods of extraction.

1. The PIC will ensure the aircraft has the power and tail rotor authority to maintain an Out-of-Ground-Effect (OGE) hover, using the Performance Planning Charts in the Operators Manual and recording the data on a Performance Planning Card (PPC). The PIC or his designee will check:
   a. Outside air temperature.
   b. Actual pressure altitude.
   c. The weight/approximate weight of the subject(s).
   d. The site obstructions, and the need for a tail rope.

2. PZ/LZ requirements
   a. Designated at the discretion of the PIC.
   b. Recommended Safety Circle of 90’ with a 20’ x 20’ landing pad.
   c. Mission Briefing (all participants must be present)
      i. Nature of mission
      ii. Individual responsibilities
      iii. Sequence of short-haul events
      iv. Hazards
      v. PZ’s and LZ’s
      vi. Terrain
      vii. Weather
      viii. Emergency procedures

3. Rescuer safety check
   a. Flight or climbing helmet
   b. Eye protection secure
   c. Collar secure
   d. Radios will be checked for correct frequency and a commo check completed. Whenever possible the rescue team will use a radio with voice activated mic to facilitate hands-free operations.
   e. Sleeves secure
   f. Leather gloves
   g. Harness properly fitted and secure
   h. Attachment straps prepared
   i. Knife available
   j. Leather boots
   k. Litter (if used) rigged in a head high position
   l. For water rescues a water PPE should be used.

4. Pilot and Crewchief pre-flight checklist for aircraft
   a. Remove all loose and non-essential equipment from the cabin.
   b. Secure seat belts
c. Doors positioned open and secured
d. Rig anchor points and manually test release mechanism
e. Rig short-haul rope, inspect carabineers, orientation and short-haul rope.
f. Back-up anchor checked (3 ring circus system) and manually test release mechanism.
g. Hook knife available for Crewchief
h. Install Crewchief rigging in aft cabin.
i. Communication equipment checks of both intercom and control radio.
   i. Only those personnel who are trained in short-haul / rappel operations and approved by the PIC and Incident Commander will participate in rescuer or recovery missions utilizing these techniques.
   ii. The primary radio frequency utilized to communicate with SNOPAC or SAR personnel will be closed to other radio traffic, during any rappel/ short-haul operation (actual mission or training mission.)

12.4. CREW RESPONSIBILITIES

1. Pilot-in-Command
   a. Overall responsibility for short-haul operations.
   b. Responsible for preflight and operational checks of the short-haul equipment.
   c. Responsible for confirming aircraft OGE performance.
   d. Must conduct a thorough mission briefing.
   e. Final authority to jettison a short-haul line and the load or personnel during an in-flight emergency.

2. Co-pilot / Observer
   a. Responsible to maintain a visual scan for hazards and minimum clearances on their side of the aircraft.
   b. Responsible for call-outs of the load height in feet Above-Ground-Level (AGL), using the radar altimeter.
   c. Responsible for monitoring and conveying radio traffic to the crew.
   d. Responsible for cabin heat, defroster, windshield wipers and pitot heat during inclement weather.
   e. Should be prepared to jettison the short-haul line if directed to do so by the PIC.

3. Crewchief
   a. Responsible to the PIC for installation and preflight checks of all rappel and short-haul equipment, emergency release mechanisms and operational status of the cargo hook.
   b. Responsible for conducting rappel operations in accordance with Annex A of the Helicopter Operations SOP.
   c. Responsible for the lowering of the short-haul rigging once over the PZ.
d. Responsible for the clearance of the aircraft’s tail rotor.
e. Responsible for maneuvering the pilot into the PZ or LZ and positioning the aircraft in a stable hover centered over the drop point or pick-up point.
f. Responsible for load height call at pick-up, enroute, and drop-off.

12.5. FLIGHT TECHNIQUES USING A STAGING AREA

1. Whenever possible the aircrew should make an aerial reconnaissance of the recovery PZ before initiating the short-haul. Weight permitting, the PIC should conduct an OGE hover power check, checking that the torque and turbine temperature are within normal limits.

2. The aircrew then evaluates the situation and the PIC decides what type of insertion will be used in accordance with the short-haul authorization guidelines. (The preferred method is to stage out of a LZ and the rescue team will hike cross-country to the scene).

3. If a shorthaul of the team to the scene is necessary, the PIC can then pick out a staging area / LZ if one has not been previously selected, land, shut-down and complete short-haul preparations.

4. Staging begins with the installation of the short-haul rigging and is complete when safety checks and a thorough mission briefing have been completed.

5. The short-haul lines should be extended in front of the aircraft with the rescue team standing to one side of the aircraft. The aircraft is started, a final commo check completed and Crewchief completes a final safety check of equipment.

6. The crew positions the aircraft into stabilized OGE hover. Each crewmember with his/her designated sector to maintain aircraft clearances. Missions are flown using call-outs and clearances provided by the Crewchief in the rear of the aircraft.

7. The rescuer team moves into position facing the aircraft and hooks into the short-haul lines. When attached, the team signals the Crewchief that it is clear to lift up.

8. After the rope is tight with the rescue team’s full weight on the rope, the PIC will confirm he has OGE hover power. At the same time the co-pilot / observer will verify the hover height using the radar altimeter. “You’re hovering at 125 feet”. This becomes the baseline height to judge terrain or obstacle clearances. Base line height (125 feet) subtracted from the radar altimeter reading equal load height off the ground, trees or obstructions. PIC will take into account the inaccuracy of the radar altimeter over sloped terrain and will use it as an aid to flying when conditions permit.

9. The insertion begins with a vertical lift out of the staging LZ. The Crewchief continues to provide the pilot with load height information, the co-pilot / observer monitors the load height using the radar altimeter, informing the pilot on the controls of their observations.
10. Speeds to the PZ will vary with distance to be covered and weather conditions.

11. Upon approach to the PZ Crewchief will continue to inform pilot of load height, while co-pilot / observer informs pilot of radar altimeter reading. “Load off 50” (radar altimeter of 175 feet minus the short-haul line length of 125 equals 50 feet).

12. Once the team is safely on the ground, they unhook themselves and their equipment and the aircraft departs the PZ.

13. The aircraft can either loiter in the area or return to the staging LZ.

14. On return to the PZ the aircraft must establish commo with the on-site team before and extraction can begin. The aircraft is positioned into a stable OGE hover over the pick-up point. Each crewmember with his/her designated sector to maintain aircraft clearance.

15. The rescue team attaches the litter or victim's harness to the short-haul rope, completes the final safety check and signals to the Crewchief that the load is ready to lift. The Crewchief informs the pilot that they are clear to come up, and the pilot begins the extraction.

16. Litter patients should be extracted accompanied by an attendant / rescuer who has a radio.

17. A vertical lift will normally be necessary to clear PZ obstructions. This maneuver will require additional aircraft power, thus the need for an OGE power check prior to departure.

18. If a tail line is used on the litter it becomes the controlling point for obstruction clearance. Better to be too high than too low.

19. Speeds flown will vary with the distance to be covered, condition of the patient, and the stability of the load.

20. Maintaining commo with the attendant during extraction is critical. Litter patients have a tendency to become airsick. The attendant should notify the pilot of changes in the victim’s condition. The attendant can also provide the pilot height estimations above obstructions.

21. On return to the staging area LZ, the same positioning techniques are used to position the aircraft over the drop-off point. The same load height calls from the observer and Crewchief should be used.

22. After the recovery is complete, the short-haul lines should be detached and recovered inside the aircraft or left in the staging area for recovery by the ground team.

23. The aircrew is now clear to evacuate the victim to a medical facility.

12.6. FLIGHT TECHNIQUES USING A RAPPEL OR DROP-OFF

1. Whenever possible the aircrew should make an aerial reconnaissance of the recovery PZ before initiating the rappel. Weight permitting, the PIC should conduct an OGE hover power check, checking that the torque and turbine temperature are within normal limits.
2. If a drop-off is used then a recon of that area should be conducted and drop of personnel completed. After the drop the aircraft may have to remain on station to lower additional rescue equipment.
3. If a rappel is used the procedures outlined in Annex A of the Helicopter Operations SOP will be followed.
4. The aircraft returns to the staging LZ for aircraft rigging, equipment checks and a final briefing.
5. On return to the PZ the aircraft must establish commo with the on-site team before an extraction can begin. The aircraft is positioned into a stable OGE hover over the pick-up point. Each crewmember with his/her designated sector to maintain aircraft clearances.
6. The Crewchief then places the running end of the short-haul line through the carabineer in the brake, places the running end between the skids and lowers the short haul line.
7. The rescue team attaches the litter or victim’s harness as in paragraph 6.o. above and the extraction can begin.
8. The techniques at this point are the same as those used in paragraph 6.p. through 6.w. above.

12.7. FLIGHT RESTRICTIONS

1. Operations may begin to be conducted ½ hour before official sunrise and may be completed by ½ hour after official sunset.
2. Operations may be conducted when the visibility is ½ mile or greater.
3. Maximum forward airspeed while short-hauling personnel beneath the aircraft is 60 knots.
4. Wind conditions. Maximum wind speed is 35 knots. Maximum gust spread is 17 knots.
5. Minimum main and tail rotor clearance from obstacles will be 20 feet.
6. Short-hauls conducted over moving water may cause pilot disorientation.

12.8. EMERGENCY PROCEDURES

1. In the event of an emergency, the pilot will declare an emergency via intercom and radio time permitting. This notifies the aircrew, ground rescue team and other ground personnel of the situation.
2. If the emergency occurs while the aircraft is in OGE hover at the PZ or LZ, the short-haul team will un-clip from the harness and move to their right (as they face the aircraft). The pilot may have to land in whatever open area is available in the PZ or LZ, or may fly away to complete the emergency.
3. If an emergency occurs while in route to/or from the LZ/PZ with rescue team attached to short-haul line, then the pilot will attempt to place the rescue team on the ground short of the LZ/PZ and complete the in-flight emergency procedures. This will call for fast action by the team.
4. If an engine failure or other such emergency occurs, the aircrew may have to release the rescue team prior to ground contact or prior to the aircraft entering the trees.
5. The PIC has the responsibility of initiating the command to jettison the short-haul line and the load/ personnel during an emergency.
6. Radio communication and the changes in aircraft noise, such as loss of engine noise may be the rescue team’s only indication that the aircraft is having a problem.

12.9. EQUIPMENT POST FLIGHT

1. Short-haul equipment will be inspected after each use to determine its operational condition for the next mission.
2. Damaged equipment will be replaced before next use.
3. Short-haul equipment will be maintained on-board the UH-1 aircraft.
13. ANNEX C: AIRCRAFT ACCIDENT PLAN

In the event of an aircraft accident/incident, the pilot or observer, if capable, shall immediately notify SNOPAC communications. SNOPAC shall immediately notify the Unit Supervisor and make additional notifications required. Accident reporting and investigation will be in accordance with the accident plan SOP and NTSB Rule 830.

The Unit's Standard Operating Procedures (SOP) shall include a plan for accidents, incidents and occurrences. This plan will be kept under separate cover. The accident plan's objective is to ensure that in the event of a Sheriff's Office aircraft accident, incident, or occurrence, the proper procedures are followed to expeditiously and efficiently accomplish the following:
1. Rescue and care of crewmembers and civilians involved.
2. Notification of Commanders and appropriate agencies.
3. Protection of the scene and Sheriff's Office equipment.
4. Preservation of evidence needed for a comprehensive investigation.

13.1. INTRODUCTION

The Air Support Unit "SOP for Accidents, Incidents, and Occurrences" is to be activated in the event of an accident involving a Sheriff's Office aircraft. This plan has been designed to assure that the proper pre and post accident procedures are followed.

13.2. OBJECTIVE

In the event of a Sheriff's Office aircraft accident, the following procedures are to be expeditiously and efficiently accomplished:
1. Aircraft and crew are located and rescued.
2. Crewmembers and any involved civilians are aided and cared for.
3. Appropriate commanders, staff personnel and agencies are notified.
4. The accident scene and Sheriff's Office equipment are secured and protected.
5. Evidence needed for a comprehensive investigation is gathered and preserved.
6. A chronological log of events is maintained.
13.3. PROCEDURES TO CONFIRM A SUSPECTED AIRCRAFT ACCIDENT.

In the event that communications is lost with the helicopter and an accident is suspected, the following steps shall be taken in an attempt to locate the aircraft:

1. Attempt to contact the aircraft crew through all SCSO communications radio channels.
2. Attempt to contact the aircraft crew through Air Traffic Control centers.
3. Analyze the crew's last radio transmissions for time, location, and mission.
4. Survey all ground units for possible communications with the aircraft.
5. Contact all airports in the vicinity of the helicopters last known location.
6. Contact maintenance contractors and service vendors used by the Air Support Unit.
7. Check with allied agencies in the vicinity of the helicopter's last known and/or suspected position and the FAA for information about possible downed aircraft.
8. Initiate a ground and air search utilizing Sheriff's Office resources or the closest response agency.

13.4. NOTIFICATION: MISSING AIRCRAFT

One of the following personnel in the order listed shall be notified when an aircraft is missing but before an accident has been confirmed.

1. Notify the Unit Supervisor or his alternate.
2. Notify the Special Operations Division Commander,
3. Notify the SNOPAC Supervisor.
4. Notify the appropriate Patrol Precinct Commander.
5. Notify the Chief, Staff Services.
6. Notify allied agencies of missing aircraft and assistance search including Washington State Department of Transportation, Aviation Division.

13.5. UNIT SUPERVISOR RESPONSIBILITIES

The Unit Supervisor or his alternate shall coordinate the following responses of personnel and equipment:

1. Air and/or ground search rescue.
3. Investigative and Evidence Technician personnel.
4. Aircraft extrication equipment.
5. Appropriate law enforcement agency having jurisdiction in the area of occurrence.
13.6. NOTIFICATION OF FAMILY

In the event of injury or death of an ASU member the method of notifying the crew's family will be predicated on the extent of injuries. In cases involving death or serious injury the provisions of the Sheriff's office Policy Manual will be followed. Notification will be made upon approval of the Special Operations Division Commander and the Unit Supervisor. A telephone call should never substitute for a personal visit. Precautions should be taken to insure that the news media does not acquire any victim information prior to the family notification. In the event of no injuries, family notification shall be made at the discretion of the Unit Supervisor or upon request of the crewmembers.

13.7. FAA AND NTSB

Reporting shall be commensurate with NTSB rule 830.5 and the Standard Operating Procedure.

13.8. SCENE MANAGEMENT AND PERIMETER CONTROL

The flight crew or patrol Supervisor first to arrive at the scene shall take measures to assure that the appropriate notifications are made and the integrity of the scene is maintained. He/she should:
1. Request appropriate emergency services to respond to the scene.
2. Establish and maintain a command post.
3. Assure that the Special Operations Division Commander and Unit Supervisor or their alternates have been notified.
4. Minimize the amount of walking in the immediate area of the aircraft.
5. Cordon off the scene from spectators.
6. Assure that persons do not remove or rearrange any of the debris regardless of its apparent insignificance.
7. Aircrew or other designated personnel will be responsible for maintaining 24 hour security at the scene.

13.9. INVESTIGATION

The Sheriff's Office will investigate accidents involving Sheriff's Office aircraft. The NTSB and/or Washington State Aeronautics may choose to conduct a concurrent or joint investigation. Notwithstanding, the Special Operations Division Commander shall ensure an investigation is initiated and completed.

13.10. AIRCRAFT RECOVERY

Removal of the aircraft from the scene will be done at the direction of the Sheriff's Office Chief Investigator and only after coordination with the NTSB Investigator. Emphasis should be on leaving the scene as undisturbed as possible, not withstanding rescue efforts.
On or Near the Roadway: The aircraft shall not be moved or disturbed regardless of the degree of traffic interference. Redirecting traffic around the scene should minimize congestion. WSP shall be contacted to assist in any freeway closures necessitated by the incident.

Off the Roadway: Steps should be initiated to acquire the services of a Sheriff’s Office helicopter for liaison and transportation after initial response by command and supervisory personnel.

Airport Incidents: Removal of the aircraft may be required by airport officials and FAA in order to expedite the opening of the runways. Their requests will be honored as soon as possible.
14. ANNEX D: FORMS

1. HAZARD REPORT FORM
2. AIR MISSION BRIEFING FORM
3. RISK ASSESSMENT FORM
4. CREWCHIEF REPORT FORM
5. HRT REPORT FORM
15. ANNEX E: NIGHT VISION GOGGLE (NVG) OPERATIONS

15.1. OVERVIEW

Night Vision Goggle (NVG) flight operation requires excellent aircrew coordination. Aircrews will train and operate under NVG’s whenever possible in order to gain the highest proficiency. Two distinct types of missions are authorized: Law Enforcement Patrol Ops and Search and Rescue missions. Training and proficiency are different for each type of mission.

15.2. QUALIFIED PERSONNEL & NVG TRAINING PROGRAM

NVG Flight Instructor: must be a graduate of a Part 141 NVG course or Military Aviation NVG Instructor Pilot Course.

NVG Unit Trainer: must be trained by the unit NVG Flight Instructor to give currency flights and be an FAA Certified Flight Instructor.

All personnel who are filling a designated NVG flight position within SCSO will complete the SCSO NVG ground training class (8 hours of classroom training). Each aircrew member must subsequently complete the in-flight portion of the NVG course.

Minimum number of NVG training hours to complete the in-flight portion for Basic NVG Qualification is as follows:
Pilots: 12 hours
Crewchiefs/Observers/TFO’s: 6 hours
HRT/Flight Medics: 4 hours

In order for a pilot to be designated as an NVG Pilot-in-Command (PIC), the pilot must complete a minimum of 25 NVG flight hours and be deemed proficient at NVG Operations by the Chief Pilot.

15.3. MISSION PLANNING

NVG PIC’s will check the weather forecast and percent Illumination before each NVG mission. NVG PIC’s will ensure that adequate NVG qualified crewmembers are scheduled for the flight. The aircraft will be configured as required prior to NVG flight: UH-1H, rappel rack removed (optional), L/H door with bubble window removed, NVG light covers installed.
15.4. WEATHER PLANNING

NVG PIC’s will adhere to the SCSO Air Ops Unit SOP regarding night weather minimums:
1. VFR Night, Flat Terrain: Minimum 500 foot ceiling, 1 mile visibility
2. VFR Night, Mountainous Terrain: Minimum 1000 foot ceiling, 1 mile visibility.

15.5. IN-FLIGHT PROCEDURES

PIC will determine when the crew will “Goggle Up” and when they will come off goggles. During Law Enforcement Patrol operations use of the NVG’s by either the pilot or TFO is optional over well lit urban areas. Once outside of well lit urban areas NVG’s will be used.

15.6. EMERGENCY PROCEDURES

In the event of an aircraft emergency, pilots and crewmembers will respond according to the preflight briefing procedures.

In the event of a goggle failure, announce “Goggle Failure!” to alert the other crewmembers. If the pilot is flying and experiences a goggle failure, the other pilot or TFO will immediately take the controls and announce “I have the controls”. The pilot experiencing the goggle failure will relinquish the controls and will attempt to regain power to the goggles by switching the battery position. If the goggles fail to power up, then the pilot will “come off” goggles and reestablish positive control of the aircraft if needed.

If a non-flying pilot, TFO, or crewmember experiences a goggle failure, that person will attempt to power the goggles up by switching the battery position and then checking the power cords if that does not power the goggles up. Announce when back on goggles or announce that goggles fail to power back up. PIC will take appropriate action at that point.

15.7. FLIGHT RESTRICTIONS.

NVG PIC’s must be designated in writing by the SCSO.

NVG night mountain rescue missions are prohibited until a full crew is designated as NVG mountain rescue qualified by the Chief Pilot. When conducting an NVG mountain rescue mission, all aircrew members must be designated as trained and qualified by the Chief Pilot.

Airspeed and altitude restrictions: per aircraft operator’s handbook.
Aircrew Rest: No crewmember will fly more than 6 hours of NVG time in a 24 hour period. Other aircrew rest limits are per the Air Ops Unit SOP.

15.8. NVG CURRENCY AND PROFICIENCY REQUIREMENTS.

The Chief Pilot will ensure that proficiency is maintained once individuals are qualified.

Individuals are responsible for maintaining their basic currency requirements:

Pilots: One NVG flight every 60 days to include 3 take-offs and 3 landings and hovering.

TFO’s, Observers, Crewchiefs: One NVG flight every 90 days.

HRT & Flight Medics: One NVG flight every 120 days.

Currency flights will be conducted if an individual’s NVG currency has lapsed.

15.9. SECURITY AND CONTROL OF NVG’S

The NVG’s are sensitive items. They will be kept secured in the gun locker when not in use. If the aircraft must remain at a remote site overnight, the NVG’s will be taken off the aircraft and remain with the aircrew.
SNOHOMISH COUNTY SHERIFF’S OFFICE
HELICOPTER OPERATIONS SOP

16. ANNEX F: HELICOPTER NOISE ABATEMENT PROCEDURES

APPROACH AND DEPARTURE ROUTES
TAYLOR’S LANDING

See accompanying map. Minimum altitudes described are weather permitting.
Safety has priority in all operations.

16.1. NORTH ROUTE:
1. Departure: Take-off to the east. Climb expeditiously. Once clear of tree line, head northbound in Pilchuk River valley. Stay east of the road after the RC airstrip.

2. Arrival: Maintain minimum 800’ msl while passing Machias. Follow Pilchuk River valley southbound. Stay east of the road until approaching the RC airstrip, then cross road and fly over the airstrip, then over the Sheriff’s stable. Descend to 300’ msl just prior to reaching Hwy 2. Turn west on Hwy 2 inbound to T.L. Do not over fly house located below hangar.

16.2. SOUTH ROUTE:
1. Departure: Take-off to the east. Climb expeditiously. Once clear of tree line, fly directly over the south end of the parking lot on Centennial Trail, and be aware of high tension wires. Avoid red roofed barn to the north and trailer lot to the south. Fly directly to Lumber Yard, and then turn south along Hwy 2. Follow Hwy 2 south. Avoid over flight of housing area on hill to the east of Hwy 2.

2. Arrival: Maintain minimum 800’ msl while passing by town of Snohomish from the east. Fly over Hwy 2 westbound. Avoid over flight of housing area on hill to the east of Hwy 2. Follow Hwy 2 northbound. Fly directly over Lumber Yard, and then turn westbound. Avoid red roofed barn to the north and trailer lot to the south. Be aware of High Tension Wires. Fly directly over parking lot on Centennial Trail. Arrive at tree line at 300’ msl.
16.3. WEST ROUTE:

1. Departure: Take-off to the west. Climb expeditiously. Be aware of 1st set of high tension wires just to the west of T.L. crossing over Hwy 2. 1st set of wire is marked with safety markers. Continue westbound directly over Hwy 2. Be aware of 2nd set of high tension wires prior to crossing Hwy 9. Continue westbound directly over Hwy 2. Be aware of 3rd set of high tension wires after crossing Hwy 9. Climb to 1000’ msl or higher if possible. After crossing Hwy 9, fly direct to Bickford Motors, south of the School Bus Barn located on south side of Hwy 2. Avoid over flight of large white roofed horse stable due north of Bus Barn and on north side of Hwy 2.

2. Arrival: Maintain minimum 800’ msl while approaching Bickford Motors, south of School Bus Barn at intersection of Hwy 2 and 87th St SE from the west. Continue inbound to the east direct to intersection of Hwy 2 and Hwy 9. Continue eastbound directly over Hwy 2. Descend no lower than 500’ msl prior to over flying last set of (marked) high tension lines. Once clear of the last set of high tension lines, descend to 300’ msl or directly to helipad.
17. ANNEX G: RESCUE HOIST PROCEDURES

17.1. GENERAL

1. All helicopter hoist training and operations conducted under the supervision of the Snohomish County Sheriff’s Office (SCSO) will be conducted in accordance with this SOP.
2. All personnel involved in helicopter hoist training and operations under the supervision of the SCSO will be familiar with this SOP.
3. Pocket SOP and approved checklists will be used during all hoist operations.
4. A separate training tower SOP will be developed and adhered to when conducting hoist operations from a training tower.

17.2. RESPONSIBILITY

1. **Pilot-In-Command (PIC).** The externally mounted rescue hoist is permanently mounted on the UH-1H fuselage. Since it is part of the aircraft, the PIC has overall responsibility for safe operation of the hoist during all phases of hoist operations.

   The PIC will make the final determination whether or not to commence hoist operations based on available aircraft power, terrain, weather, and other factors and after consensus from the aircrew after using Crew Resource Management techniques.

   The PIC holds ultimate authority when deciding to terminate or abort an in-progress hoist mission. The PIC will determine the method of terminating an in-progress mission after conferring with the hoist operator and determining the safest solution for aborting the mission. The hoist cable will be cut in an emergency only as a last resort, when no other options are available, and when survival of the aircrew and occupants is at stake.

2. **Hoist Operator.** The hoist operator shall be a qualified Crew Chief or designated person supervised by a qualified Crew Chief.
   a. The Crew Chief/Hoist Operator is responsible for inspection of the hoist and all hoist rescue equipment prior to take-off.
   b. The Hoist Operator is responsible for safe operation of the hoist.
   c. The operator will ensure proper hook-up of all personnel prior to commencing hoist ops.
d. The operator will direct movement of rescue personnel inside the aircraft.
e. The operator will continually monitor the condition of the hoist cable during hoist operations, and will determine whether a hoist mission needs to be terminated or adjusted due to the condition of the cable.
f. The operator will direct the pilot over the rescue site and continually advise the pilot of the status of the hoist mission.
g. The operator will advise the pilot if the hoist mission needs to be terminated and recommend the best and safest course of action.

3. **Rescue Technician (HRT).** The Rescue Teach will assist the Crew Chief in inspecting the hoist and related rescue equipment. The HRT Team Leader will ensure that all necessary rescue equipment is on-board prior to take-off. All HRT personnel will assist the Crew Chief in the aircraft when possible. The Rescue Tech will assist the Flight Medic with any medical procedures that are within the scope of their medical training while on the ground, preparing the victim/subject for recovery, ensuring that the victim/subject is properly secured in the rescue equipment. The Rescue Tech will manage the tagline at the rescue site. A Rescue Tech will act as LZ manager at the site and is responsible for the safety of all ground personnel during hoist operations. The designated HRT LZ Manager will clear the hoist rescue site of unnecessary personnel during any hoist operation. The HRT member designated to manage patient care will relay pertinent information about the victim/subject to the aircrew and help determine the best course of action and method of extraction for the victim/subject using Crew Resource Management principles. The Rescue Tech will be responsible for assessing any risk to the HRT team related to terrain or blow down potential. The Rescue Tech will take steps to mitigate those risks in order to optimize ground team safety and the safety of the hoist operation. The Rescue Tech will advise the PIC if terrain issues may require a change in the mission profile.

3.4. **Flight Medic.** The Flight Medic will be a specially trained Paramedic, Nurse or Doctor who is a member of the HRT. The Flight Medic will provide medical aid to the victim/subject and help determine the best course of action and method of transport for the victim/subject using Crew Resource Management principles. The Flight Medic will recommend the final destination of the victim/subject if no determination is made by a higher medical authority. The Flight Medic will provide input to the HRT Team Leader regarding the appropriate method of extraction from the scene.

4.5. **Rescuer.** Designated personnel may be trained in Rescue Hoist Operations. Personnel such as Mountain Rescue technicians or Firefighters may be trained in conducting hoist insertions and extractions. A detailed training course of instruction will be set up and approved by the
Chief Pilot prior to commencing training. Guidelines for establishing and maintaining proficiency in rescue hoist operations will be outlined.

17.3. INSPECTIONS

1. **Pre-flight inspection of related hoist equipment.**
   a. Crew Chief Harness
   b. Crew Chief Safety Strap
   c. Rescue Strop
   d. Bauman Bag
   e. Carabineers
   f. HRT/FM/Rescuer Harnesses and Hoist Connection Prusiks

2. **Pre-flight/Post-flight inspection of hoist (Power Off)**
   a. Hook Assembly: check crushable bumper is approx 2 ¼ inches high in circumference. Ensure bumper concavity is approx 3/16 inch in circumference.
   b. Check wedged connection for any signs of defect or broken wires.
   c. Ensure hook rotates freely and is free of debris.
   d. Check safety hook for cracks and spelling of surface finish.
   e. Ensure safety hook opens and locks as designed.
   f. Inspect drum assembly, check cable looks wrapped and aligned with level wind.
   g. Ensure drum area is free of dirt, grease, or oil.
   h. Hoist support arm: cracks, condition, attachment bolts.
   i. Hoist fairing: security, oil leaks, cracks, condition.
   k. Pendant Control: elect cable for frays, cannon plug secure, directional/speed control thumbwheel should move freely and return to center.
   l. Intercom cord: frays, secure.
   m. Emergency Cable Cut switch is in the OFF position, safety guard in place.
   n. Hoist power circuit breakers are IN.

3. **Pre-flight/Post-flight inspection of hoist (Power On)**
   a. Auxiliary Power ON.
   b. Battery switch ON.
   c. Hoist power ON.
   d. Ensure “000” illuminates on the pendant, confirming that there is power to the hoist.
   e. Maintain tension on cable while reeling in and out to prevent slack.
   f. Release approx 3 ft of cable out.
   g. Ensure cable comes of drum correctly.
   h. Check for broken strands, bends, kinks, flat spots, corrosion.
i. Stow the hook. Retract cable allowing the safety hook bumper to be placed up against the hoist stop.

j. Hoist power “OFF”

k. Battery switch “OFF”

l. Auxiliary Power DISCONNECT.

17.4. IN-FLIGHT HOIST OPERATIONS.

1. LOWERING RESCUE

a. Prior to commencing hoist operations, the checklist will be reviewed.

b. Hoist Operator (HO) will be tethered to the aircraft prior to hoist operations.

c. Hoist Operations Before Landing check will be read in “call and response” method.

d. Hoist Operator will switch to Hot Mike, open cabin door and position the aircraft over the rescue site. The PIC and Hoist Operator will determine if a hoist operation can be safely conducted once over the site, factors such as rotor clearance, winds, weather, terrain and obstacles will be taken into account prior to making this decision. Once the determination is made, the Hoist Operator will announce: “Clear to step out to skid?”

e. The PIC will make the determination as to whether there is sufficient power and aircraft controllability to safely conduct hoist ops. Once that determination is made, the PIC will announce: “Clear to Step Out!”

f. The Hoist Operator will Step out onto skid, Lower Cable Out, keeping tension on the cable, and hand the hook to the first rescuer.

g. The first Rescuer will clip in to the Hoist hook.

h. Hoist Operator will conduct first Safety Inspection by visually inspecting that Rescuer is hooked into the Hoist hook correctly. The Rescuer will demonstrate the “show and tug”, followed by a “thumbs up”, the HO will direct the first Rescuer to the door.

i. First Rescuer will move to the door, to the step, and onto the skid, and into the ready position to be lowered, keeping eye contact with the Hoist Operator.

j. Hoist Operator will conduct second Safety inspection of Rescuer rigging, signal “Ready?” (thumbs up), if Rescuer is ready, they will signal back “Ready!” (thumbs up).

k. Hoist Operator will slowly lower Rescuer past skid tube. Cable automatically spools out slowly for first 15 feet, and then can be spooled out at full speed.

l. Hoist Operator and Rescuer must be cautious of shock loading the cable.
m. Hoist Operator MUST MAKE SURE THAT CABLE DOES NOT SLIDE OR SCRAPE AGAINST THE SKID TUBE OR FLIGHT STEP.

n. Rescuer will signal the 20 foot mark using hand signal.

o. Ensure the hook/cable does not get entangled with trees, brush, rocks, or obstacles. The Rescuer on the hoist or the Crew Chief will advise pilot immediately if such an event happens.

p. Be aware of static electrical charge build-up in the cable.

q. Once the Rescuer is on the ground, they will show the HO the “Stop” signal (raised fist) to indicate that they have sufficient slack in the cable.

r. Rescuer will advise HO if additional slack is needed or if too much slack is being paid out by giving a verbal command via radio together with a visual hand signal to take out slack or pay out more slack. Once proper slack is achieved, Rescuer will give the visual “stop” signal to the HO.

s. If Rescuer disconnects from the hook, they will show the “Clear of Hook” visual signal.

t. Disconnected Rescuer will manage the hook and cable if it is to be reeled back up, taking care to keep clear of any excess slack in cable.

Note: Continuous communications and frequent updates must be given to the pilot throughout the entire operation.

a. Main rotor and tail rotor clearances
b. Position of aircraft in relation to victim/subject and ground personnel.
c. Updated distances of Rescuer or subject from the and from the helicopter.
d. Amount of swing in the line.
e. Effects of rotor wash on the load.

2. RAISING RESCUE OR SUBJECT (Aircraft Remaining over Rescue Site).

a. Hoist Operator will watch for lifting signal by Rescuer.
b. Excess slack in cable may be taken in during load rigging.
c. MAKE SURE CABLE DOES NOT SLIDE OR SCRAPE AGAINST THE SKID TUBE OR THE FLIGHT STEP.
d. When given the “Ready to Lift” signal, take in the remaining slack prior to lifting the load off the ground.
e. ENSURE CABLE IS NOT WRAPPED AROUND LEGS, BODIES, OR OTHER OBJECTS PRIOR TO TAKING IN EXCESS SLACK.
f. Hoist Operator: Prior to lifting the Rescuer or Subject, advise the pilot that you have the Lift signal and request a “Power Check!”
g. Pilot will check aircraft power, and when ready will announce “Power is Good!” as indication that sufficient power is available to conduct the hoist operation.

h. Advise the pilot that “Prepare to take the Load!” as slack comes out of cable, “Taking the Load!” as cable becomes tight, “I have the Load!” when the load starts to come off the ground.

i. Hoist Operator will slowly take in cable until the load is completely off the ground.

j. Advise pilot of any significant swing in the line.

k. When the Rescuer is clear of all obstacles, the Rescuer will announce “Clear of Obstacles!” Pilot can then loosen up his hover.

l. Hoist Operator will slow the load as it approaches the skid, allowing the Rescuer or subject to stabilize by grabbing the skid tube. The hoist automatically slows when the hook is approx 15 feet from the skid, but be aware for rider’s safety.

m. Hoist Operator will slowly take in cable as the load passed the skid tube, allowing Rescuer/subject to place feet onto the skid tube.

n. After the Rescuer/subject is stabilized on the skid tube, allow them to grab the prusik handhold and climb into the aircraft. Hoist Operator will provide slack as needed to allow Rescuer/subject to enter aircraft.

o. Hoist Operator must ensure the hoist cable does not slide against the roof or frame of the aircraft.

p. Rescuer/subject must be seated and belted or tethered in prior to unclipping from the hook.

q. Hoist Operator will advise the pilot that the Rescuer/subject is secure.

r. Repeat operation for additional crewmembers or subjects.

3. RAISING RESCUER OR SUBJECT (Aircraft Returning to Rescue Site).

a. Prior to commencing hoist operations, the checklist will be reviewed.

b. Hoist Operator will be tethered to the aircraft prior to hoist operations.

c. Hoist Operator will switch to Hot Mike, open cabin door and position the aircraft over the rescue site. The PIC and Hoist Operator will determine if a hoist operation can be safely conducted once over the site, factors such as rotor clearance, winds, weather, terrain and obstacles will be taken into account prior to making this decision. Once the determination is made, the Hoist Operator will announce: “Clear to step out to skid?”

d. The PIC will make the determination as to whether there is sufficient power and aircraft controllability to safely conduct hoist ops. Once that determination is made, the PIC will announce: “Clear to Step Out!”

e. Hoist operator will lower Hoist hook to Rescuer.

f. Watch for lift signal by Rescuer.

g. Excess slack in cable may be taken in during load rigging.
h. MAKE SURE CABLE DOES NOT SLIDE OR SCRAPE AGAINST THE SKID TUBE OR THE FLIGHT STEP.

i. When given the “Ready to Lift” signal, take in the remaining slack prior to lifting the load off the ground.

j. ENSURE CABLE IS NOT WRAPPED AROUND LEGS, BODIES, OR OTHER OBJECTS PRIOR TO TAKING IN EXCESS SLACK.

k. Hoist Operator: Prior to lifting the Rescuer or Subject, advise the pilot that you have the Lift signal and request a “Power Check!”

l. Pilot will check aircraft power, and when ready will announce “Power is Good!” as indication that sufficient power is available to conduct the hoist operation.

m. Advise the pilot that “Prepare to take the Load!” “Taking the Load!” “I have the Load!”

n. Hoist Operator will slowly take in cable until the load is completely off the ground.

o. Advise pilot of any significant swing in the line.

p. When the Rescuer is clear of all obstacles, the Rescuer will announce “Clear of Obstacles!” Pilot can then loosen up his hover.

q. Hoist Operator will slow the load as it approaches the skid, allowing the Rescuer or subject to stabilize by grabbing the skid tube. The hoist automatically slows when the hook is approx 15 feet from the skid, but be aware for rider’s safety.

r. Hoist Operator will slowly take in cable as the load passed the skid tube, allowing Rescuer/subject to place feet onto the skid tube.

s. After the Rescuer/subject is stabilized on the skid tube, allow them to grab the prusik handhold and climb into the aircraft. Hoist Operator will provide slack as needed to allow Rescuer/subject to enter aircraft.

t. Hoist Operator must ensure the hoist cable does not slide against the roof or frame of the aircraft.

u. Rescuer/subject must be seated and belted or tethered in prior to unclipping from the hook.

v. Hoist Operator will advise the pilot that the Rescuer/subject is secure.

w. Repeat operation for additional crewmembers or subjects.

17.5. LITTER HOISTING OPERATIONS

1. Lowering Operation

   a. All rescue equipment will be lowered in a rescue equipment bag.

   b. Follow same procedures as in lowering a rescuer.

   c. Avoid shock loading the cable when rescue gear is lowered using the hoist.

2. Raising Operation

   a. Bauman bag will be used for all litter operations.

   b. Once subject is secured in the litter and Bauman bag, Flight Medic will be hoisted into aircraft first to assist with patient loading.
c. Flight Medic will tether in to an anchor point once inside the aircraft.
d. The Rescue Tech will manage the tag line attached to the foot of the litter/Bauman bag during hoist operations. The tag line will be managed so that the head of the litter is pointing at 12 o’clock in relation to the aircraft. Once the litter is clear of all obstacles, the tension on the tag line is reduced to a minimum to keep the litter from spinning.
e. When the litter reaches the skid, the tag line tension is slacked to facilitate the alignment of the litter to the skid. If HRT cannot prevent the litter from spinning, the Hoist Operator, after ensuring proper rotor clearance, can instruct the pilot to move forward. This will increase the angle of pull on the tag line and should allow HRT to control the spin.
f. Once litter is past the skid tube and step and even with the cabin door, the (tethered in) Flight Medic will assist the Hoist Operator with pulling the litter into the cabin. Hoist Operator will provide slack as needed to manage the litter while ensuring that the hoist cable does not ride against the aircraft fuselage.
g. Once the litter is secured to the cabin floor, the tag line will be disconnected and dropped back to the ground. The hook will be disconnected and the cable managed.
h. Remaining HRT will be hoisted into the aircraft, or the hook will be stowed for flight.

17.6. HOIST “SHORTRAUL” TECHNIQUE

1. In the event that the Hoist Operator is operating alone in the back of the aircraft and cannot manage to pull the litter inside, the litter will be raised even with the cabin floor and remain outside the aircraft.
2. The Hoist Operator will advise the pilot of the situation.
3. Once the pilot approves a Shorthaul and notifies the Hoist Operator, the tag line will be released.
4. The Hoist Operator will maintain firm control of the litter/Bauman bag.
5. The pilot will announce “Moving Forward!” and the Hoist Operator will acknowledge “Moving Forward.”
6. The pilot will maintain a slow forward flight remembering that the litter is outside the aircraft. The Hoist Operator will advise the pilot of the controllability of the litter in flight.

7. Subject will be flown to the nearest safe LZ for loading internally.

17.7. COMPLETION OF HOIST MISSION

1. All crew and passengers seat belted or tethered in.
2. Hoist Operator stow the hook. Retract cable allowing hook bumper to be placed up against the hoist stop.
3. Advise pilot that “Hook is Stowed!”
4. Pilot acknowledges “Hook is Stowed.”
5. Pilot powers off hoist, and announces “Hoist powered off!”
6. Hoist Operator ensures power is off at pendant and acknowledges “Hoist is powered off.” Stows pendant.
7. Conduct post-flight inspection of the hoist and hoist equipment per the SOP.

17.8. EMERGENCY PROCEDURES

1. **Fouled Cable/ External to Hoist Housing.**
The Hoist Operator must remain alert to prevent the cable from becoming entangled with objects on or near the ground. If the cable becomes fouled, the pilot shall be notified immediately, then try to free it by manipulating the cable by hand or be repositioning the aircraft. Use caution when tension is applied to the cable. Should the cable become free or break, the loose end could cause injuries to the patient and/or rescue personnel, and in the worst case could cause catastrophic failure to the helicopter by entangling in the main or tail rotor.

If the Hoist Operator cannot free the cable, have the ground personnel attempt to free it. As a last resort, use the manual cable cutter to free the fouled cable.

At no time should rescuers move between the anchor point and the aircraft if tension is being applied to the cable.

2. **Fouled Cable / Internal to Hoist Housing.**
Anytime the Hoist Operator induces a command with the Directional Speed Control Wheel on the pendant, and the cable fails to move, the Hoist Operator must assume the cable has become fouled inside the hoist housing until proven otherwise.

“Operation of the Directional Control wheel shall be stopped immediately and the hoist inspected before proceeding with further trouble shooting.”

The primary concern is to prevent the catastrophic failure of the cable. If the Hoist Operator continues to operate the hoist, the cable may foul into the gears of the hoist and be severed. The Chicago Grip should be placed on the hoist cable as a safety precaution.

The Hoist Operator shall notify the pilot immediately of any problems prior to inspecting or trouble shooting the hoist. If the hoist cable cannot be completely visually inspected, the load should be placed safely on the ground using the “fixed line” or “shorthaul” techniques as soon as possible.
If the hoist cable can be visually inspected and found to be wrapped properly on the drum, and the levelwind and cable aligned properly, the Hoist Operator and pilot may start troubleshooting the hoist.

3. **Hoist Power Failure / Cable on the Ground.**
After complying with paragraph B above, the Hoist Operator and pilot shall consider “risk versus gain” in determining their course of action. The safest action is to assure the load is on the ground and discontinue the hoist operation. The Chicago Grip should be placed on the hoist cable as a safety precaution.
Once the load is safely on the ground, the Hoist Operator and pilot may elect to check the hoist and control systems to correct the problem in an effort to continue the hoist operation.

4. **Hoist Power Failure / Cable Partially Extended.**
After complying with paragraph B above, the Hoist Operator and pilot shall consider the “risk versus gain” in determining their course of action.

The main concern is to ensure that all personnel are out of immediate danger. The safest thing to do during an insertion or recovery phase may be placing the load on the ground by reducing altitude of the aircraft, or conducting a “shorthaul” operation. The Chicago Grip should be placed on the cable as a safety precaution. If the litter is being used, make sure the tag line is severed before proceeding with a “shorthaul” operation.

After complying with paragraph B above, the Hoist Operator and pilot shall consider the “risk versus gain” in determining their course of action.

If the Hoist Operator and pilot determine to trouble shoot the hoist, the following procedures shall be followed:

a. Check cable, ensuring it is not fouled inside the housing
b. Hoist Operator checks the digital cable length indicator is on
c. Pilot checks circuit breakers and hoist arming switch
d. Hoist Operator checks Pendant controllers electrical cable
e. Hoist Operator operates Directional Speed Controller in the opposite direction
f. Hoist Operator has the pilot perform the “pilot emergency procedures” during hoist operations (check overriding hoist switch on cyclic, place hoist power switch in emergency position allowing one full cycle [hook down, hook up] with the hoist on direct battery power.
g. Recheck all controls.

5. **Helicopter Partial Power Failure.**
If partial loss of engine power occurs while hoisting and altitude cannot be maintained, the load should be lowered to the ground to lighten the helicopter. If the situation deteriorates to where further action is required once the load is on the ground, free it from the hoist by having the Rescuer cut away their connections. It may be necessary for the pilot or Hoist Operator to cut the cable as soon as the load is on the ground. Should a forced landing occur, primary consideration should be given to moving the aircraft away from personnel on the ground. The Chicago Grip should be placed on the cable as a safety precaution.

6. **Helicopter Complete Engine Failure.**
The pilot alerts the aircrew and performs and emergency autorotation. If possible, the pilot should maneuver the aircraft away from the load and personnel on the ground. The aircrew prepares for emergency landing.

7. **Intercom Failure.**
Hoist Operator notify pilot at the safest and earliest opportunity of any intercom failure by hand signals. Aircrew and victim safety are the primary factors in deciding a course of action.
   a. Use a headset or different mic cord.
   b. Use a handheld radio
   c. Use hand signals.

8. **“Fixed Line” or “Shorthaul” Procedures.**
During these procedures, the pilot needs continuous information on where the load is in relation to the ground, obstacles and helicopter. Before the aircraft begins forward flight, it should ascend to an altitude that ensures the load will clear all obstacles. With the load suspended from the helicopter, it is moved to a safe landing area at a much slower speed than normal. The Chicago Grip should be placed on the cable as a safety precaution.

The Hoist Operator directs the pilot to a hover over a safe landing site. Once a hover is established, the Hoist Operator directs the pilot while the load is lowered to the ground. Use caution when the load nears the ground. When the litter is used, personnel should be at the landing site to receive and manage the litter.

Once the load is on the ground the helicopter lands while retrieving cable into the cabin. Maintain a light tension on the cable during this operation to prevent it from entangling in the rotor system. Care is used when handling the cable to prevent from damaging it. When the helicopter has landed and the cable has been retrieved, the load may then be placed inside the aircraft.
The “risk versus gain” theory applies to all operations and each crewmember must agree that it is safe and that they can perform their portion of the “fixed line” or “shorthaul” procedures.

17.9. NVG HOIST PROCEDURES.

1. General
   All operational requirements will be met in accordance with the SCSO NVG SOP (Annex E of the ASU SOP) when conducting hoist operations under NVG conditions.

2. Operations.
   a. All NVG hoist operations will be conducted in accordance with this Annex. In addition to the procedures outlined for day hoist operations, the following procedures will be included during NVG hoist operations:
      • A light stick will be attached to the hoist hook.
      • The NVG light will be illuminated in the cabin during hoist ops.
      • Rescuers will have head lamps attached to their helmets.
      • Rescuers will have a strobe light available to indicate visually that there is a problem.
      • Rescuers will call out on the radio their position from the ground during insertions starting at 10 feet.
      • Rescuers will have reflective tape on their flight helmets.
      • If the aircraft is landing, an “inverted Y” will be set out as a reference for landing using light sticks or wanded flashlights.
      • The landing light and/or search light will be used at the pilot’s discretion in front and the Crewchiefs discretion in back.
      • During backcountry operations, at least two light sticks will be dropped to the ground by the Crewchief to act as reference points for insertion.
Firing Range (196_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

FIRING RANGE
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FIRING RANGE

1. ISSUING FIREARMS

1. All office owned firearms shall be issued to Sheriff’s Office commissioned employees by the Rangemaster or a designated firearms instructor.

2. Prior to the issuance of any County owned firearm, or the authorization to carry firearms in the capacity of a commissioned employee, all commissioned personnel must successfully complete a prescribed course of fire for the firearm being issued. Commissioned employees shall meet all requirements and demonstrate proficiency in the use of the firearm being issued. Commissioned employees shall demonstrate their understanding of the Office Use of Force policy prior to the issuance of a firearm or authorization to carry a firearm in an official capacity. Commissioned employees opting not to use the issued Glock pistol must demonstrate proficiency with the approved firearm they intend to utilize.

3. The Rangemaster shall maintain a record of all firearms used by commissioned employees for law enforcement purposes. This record will describe the firearm, including the make, model and serial number, indicate to whom it has been issued, and note any instance of inspection and/or repair.

4. The Rangemaster or a qualified armorer approved by the Sheriff’s Office shall inspect any firearm used by commissioned personnel for law enforcement purposes, including back up firearms and secondary firearms. All firearms must be approved by the Rangemaster prior to being carried or used for any law enforcement purpose.

2. FIREARMS PROFICIENCY

1. Commissioned personnel shall meet minimum firearms proficiency standards for each firearm training session attended. The minimum frequency for firearm qualification proficiency is twice yearly. However, it is the goal of the Snohomish County Sheriff's Office for commissioned employees to qualify as often as possible, up to and including monthly qualification.

2. Commissioned employees failing to meet firearms proficiency standards during a course of fire shall repeat the same or similar course of fire. Commissioned employees who fail to qualify during the course of instruction shall be relieved, by the employee's supervisor, of duty pending remedial training.

3. Commissioned employees who fail to qualify during a training session shall report that information to their immediate supervisor. The Rangemaster/firearms instructor shall immediately notify the commissioned employee’s supervisor of the failure to qualify.

4. Commissioned employees who fail to qualify during a course of instruction shall be assigned to the Training Unit Sergeant for remedial instruction. The Training Unit Sergeant or his/her designee will develop and implement a corrective action plan for employees assigned to him/her for this purpose.
5. Commissioned employees who fail to meet minimum firearms proficiency after completing additional firearms training will be referred to their respective Bureau Chief.

6. Firearms instructors shall complete a Sheriff’s Office approved firearms instructor course prior to instructing students. Firearms instructors teaching techniques utilizing specialty firearms (i.e., MP5, less lethal munitions, etc.) shall have attended a Sheriff’s Office approved instructor course for the firearm they are teaching. Firearms instructors shall be tactically proficient in the latest methods and techniques of employing firearms in law enforcement situations. Assistant firearms instructors may provide firearms instruction under the supervision of a firearms instructor.

7. It is the responsibility of the Rangemaster to ensure all SCSO firearms instructors are tactically proficient in current methods and techniques of employing firearms in law enforcement situations.

8. Firearms instructors shall be proficient with all SCSO issued firearms carried on duty by patrol officers.

9. Commissioned employees shall semi-annually demonstrate familiarity and proficiency with secondary firearms, including backup firearms and/or off duty firearms by firing a qualifying score on the designated course of fire. It will be the employee’s responsibility to provide ammunition for qualification courses involving backup and off-duty firearms.

3. RANGE RECORDS

1. The Training Unit Sergeant, in consultation with the Rangemaster, shall be responsible for setting firearms proficiency requirements, frequency of qualifications, announcing firearms qualification dates, and coordinating periodic qualifications for the Office.

2. The Training Unit Sergeant or his/her designee shall be responsible for maintaining records of Range use by Office personnel and other agencies, records of Sheriff’s Office employee firearms proficiency and other aspects of required training and qualifications.

3. The Rangemaster/firearms instructors shall ensure a firearm qualification record is completed for each employee shooting under his/her supervision.

4. Each employee shooting a qualification course or instructor course shall review the firearms qualification record with the instructor after completing the course of fire.
4. RANGE PROCEDURES: GENERAL

1. The Rangemaster shall be in charge of Range functions and operations. While at the Range, all personnel, regardless of rank, shall comply with the directions of the Rangemaster or firearms instructors.

2. The Range shall not be used for firearms instruction or qualification of any kind without a firearms instructor present.

3. All personnel using the Range for firearms instruction or qualification shall sign an attendance sheet provided by the Rangemaster.

4. No one shall be on the firing line unless accompanied by a firearms instructor or without first gaining the permission of a firearms instructor.

5. Those using the Range shall refrain from horseplay or conduct which could create a dangerous environment.

6. Use of the Range shall be by appointment only, scheduled through the Sheriff’s Office Rangemaster. Unscheduled use of the Range is prohibited.

7. The Range shall not be used by an outside agency until that agency has signed a memorandum of agreement addressing conditions of use, and user fees should the Sheriff elect to implement such fees.

8. The Range shall not be used by other agencies without the user agency’s designated Range Officer being present.

9. Upon arrival at the Range, the agency’s designated Range Officer shall call the Sheriff’s Office Rangemaster and advise of their arrival and condition of the Range. Upon leaving, the user agency shall call the Sheriff’s Office Rangemaster and advise departure time and condition of the Range. This system will ensure a clean facility for all user agencies and enable user agencies to be contacted by the Sheriff’s Office should the need arise. Any damage, whether inflicted by user agency or not, shall be reported to the Sheriff’s Office Rangemaster immediately.

10. The user agency shall be responsible for supplying its own ammunition, targets, target boards, cleaning supplies, staples and other incidental supplies. All material brought to the Range shall be removed by the user agency unless previous arrangements have been made with the Sheriff’s Office Rangemaster. Target boards, garbage, brass, and residue from targets shall be cleaned up from behind the target line. Agencies failing to follow this procedure will be billed for cleanup costs.

11. There shall be no intoxicating liquor allowed on the Range premises.

12. Only the Rangemaster/firearms instructors shall have access behind the counter or inside locked storage areas of the Range facility.
5. RANGE PROCEDURES: SAFETY

1. To ensure the safe handling of firearms at the Snohomish County Sheriff’s Office Range, the procedures contained in this manual apply to all personnel using the Sheriff’s Office Range.

2. Rangemaster/firearms instructors are expected to set an example and to enforce safety regulations at the Range.

3. Users shall not place their finger inside the trigger guard of a firearm unless they are using the clearing barrel, or they are going to disassemble their firearm and it is unloaded and pointed down range, or are on target and intend to discharge their firearm or are directed to do so by a firearms instructor.

4. Firearms shall be disassembled and assembled using a clearing barrel, or unloaded and pointed down range if no clearing barrel is available.

5. Firearms shall be loaded or unloaded using a clearing barrel, or pointed down range if no clearing barrel is available, or when deployed during a course of fire which is under the supervision of a firearms instructor.

6. Prior to handling any firearm, all personnel shall report to the Rangemaster/firearms instructor and wait for instructions. Rifles and shotguns that will be used in a course of instruction shall be unloaded at a clearing barrel or down range if no clearing barrel is available, immediately upon checking in with the Rangemaster/firearms instructor.

7. Rifles and shotguns shall be carried with the action open, safety on, and magazine removed. Rifles and shotguns shall be carried muzzle down.

8. The cleaning station shall be used for cleaning firearms.

9. Firearms instructors and commissioned employees shall ensure firearms are unloaded immediately after each course of fire.

10. Handguns shall remain holstered at all times except:

   a. When deployed during a course of fire under the supervision of a Firearms Instructor.

   b. When being unloaded or loaded using a clearing barrel, or down range if no clearing barrel is available.

   c. When disassembled:

      i. Automatic - Slide shall be separated from receiver.

      ii. Revolver - Cylinder shall be open and ammunition removed.

11. Firearms instructors shall inspect the firearms of commissioned personnel at the time of qualification with that firearm. Discrepancies will be noted on the firearms training record by the firearms instructor. Firearms shall be inspected for cleanliness and serviceability prior to leaving the range or upon request of Rangemaster or firearms instructor. Any weapons found to be damaged or
unserviceable shall be immediately removed from service and repaired and/or replaced. If the firearm is;

a. Agency owned: the deputy shall notify an agency armorer and/or make arrangements for the agency to repair/replace the firearm.

b. Privately owned: the deputy will make their own arrangements for repair.

a. Deputies needing an agency owned firearm as a replacement shall contact the Property Manager.

12. All personnel engaged in firearms training shall wear body armor, eye protection, and ear protection. Other safety equipment/apparel may be required at the discretion of the firearms instructor.

13. Firearms instructors shall complete a firearms training report for each commissioned employee at the conclusion of the course of instruction. Instructors will explain/discuss this report with each commissioned employee.

14. Prior to any firearms handling, the user agency’s Rangemaster and/or his/her designee will ensure all shooters read and understand the Range Safety Operating Procedure.

15. The only persons allowed in the Range area are members of a user agency.

16. In the case of a sanctioned competition, all guests, spouses and children must remain in a designated safe area away from the firing areas and clearing barrels. Only shooters and range staff will be allowed on the Range.

5. FIREARMS: PARTS AND AMMUNITION INVENTORY

1. The Rangemaster shall be responsible for maintaining and updating an inventory of all Office owned firearms. The Organizational Development Division commander or his/her designee shall be responsible for maintaining and updating an inventory of replacement parts and repair equipment for firearms. The Organizational Development Division commander or his/her designee shall also be responsible for conducting regular inventories of ammunition and supplies as well as recommending purchases of same when necessary.

2. Employees shall not make any modifications or repairs to firearms used for law enforcement purposes. Modifications and repairs shall be done by the Rangemaster or other department approved armorer.

6. NATIONAL CONCEALED CARRY QUALIFICATION

1. Fully commissioned deputies are “qualified,” according to H.R. 218: The Law Enforcement Officers Safety Act, notwithstanding any other provision of the law of the State or any political subdivision thereof, to carry a concealed firearm nationwide, provided:

a. they are authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law and has statutory powers of arrest;

b. they are not the subject of any disciplinary action by their employing agency;
c. they meet the standards established by the agency which require employees to regularly qualify in the use of a firearm;

d. they are not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

e. they are not prohibited by Federal law from receiving a firearm.

2. The Rangemaster or his/her designee shall be responsible for qualifying former, retired Snohomish County Sheriff’s Office deputies in response to H.R. 218: The Law Enforcement Officers Safety Act of 2004. [http://leaa.org/218/218text.html](http://leaa.org/218/218text.html)

3. The retired deputy must meet all of the threshold qualifications of the act, to include:

   a. retired in good standing from service with a public agency as a law enforcement officer, other than for reasons of mental instability;

   b. before such retirement, was authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of, or the incarceration of any person for, any violation of law, and had statutory arrest powers;

   c. before such retirement, was regularly employed as a law enforcement officer for an aggregate of 15 years or more; or

   a. retired from service with such agency, after completing any applicable probationary period of such service, due to a service-connected disability, as determined by such agency

   d. has a nonforfeitable right to benefits under the retirement plan of the agency;

   e. during the most recent 12-month period, has met, at the expense of the individual, the State’s standards for training and qualification for active law enforcement officers to carry firearms;

   f. is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance; and

   g. is not prohibited by Federal law from receiving a firearm

4. This State qualifying course shall consist of:

   a. 46 rounds of fire

   b. A minimum of 2 reloading cycles

   c. A minimum passing score of 322 points out of a possible 460 total

   d. Exhibition of safe handling techniques.

5. All ammunition, firearm(s), body armor, eye protection and ear protection are the responsibility of and shall be provided by the qualifying retired deputy.
6. Prior to any range qualification, all retired deputies shall sign the “Safety Affirmation and Release form.

7. The Rangemaster will notify the Retired Deputy Association 30 days in advance of the retired qualification date.

8. A make-up qualification will be held within 30 days of the initial shoot to allow all retired deputies that failed the initial course of fire to reattempt the course.

9. Following a successful, passing score on the State course of fire, a photographic identification will be issued by the Organizational Development Division. The identification will indicate that the individual has, not less recently than one year before the date the individual is to carry the concealed firearm, been tested and otherwise found by the agency to meet the standards established by the agency for training and qualification for active law enforcement officers to carry a firearm of the same type as the concealed firearm.

10. This identification shall not be construed to supersede or limit the laws of any State that:
   a. Permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property
   b. Prohibit or restrict the possession of firearms on any State or local government property, installation, building, base or park.
Safety Affirmation and Release

I, __________________________ hereby affirm that I am aware of all of the inherent dangers of firearms and that I have read and understand the basic range safety rules in effect for the Snohomish County Sheriff’s Office and Sam’s Gun Shop, LLC.

I understand and agree that Snohomish County, the Snohomish County Sheriff’s Office, their officers, elected officials employees and agents are not liable in any way for any occurrence which may result in injury, death or other damages to me, my family, heirs or assigns, that may occur to myself or other persons that may be shooting a course of fire in conjunction with me.

I further understand that the on duty Rangemaster is in direct charge of the range at all times. The Rangemaster will bar from the range any person handling firearms in an unsafe or careless manner. In addition, the Rangemaster has the right to inspect any and all firearms and will ban their use if in his/her judgment they are unsafe or not in sufficient working order.

I hereby personally assume all risks in connection with my efforts to successfully qualify, using a pistol to achieve a prescribed score as prescribed by the State of Washington and evaluated by the Rangemaster or his designee. I do this at my own choosing and to benefit to no other than myself. I certify that I am physically fit enough to engage in such activity and am of sound mind.

I further release Snohomish County, the Snohomish County Sheriff’s Office, their elected officials, employees and agents from any harm, injury or damage, which may befall me while I am using this facility or equipment, including all risks connected therewith, whether seen or unforeseen; and further save and hold harmless said persons from any and all claims by me, my family, estate, heirs, or assigns arising out of my use of the premises and equipment.

I am legally competent to sign this affirmation and release. I understand the terms therein and I have signed this document as my own free act.

Signature: __________________________

Printed Name: __________________________

Date: __________________________

Rangemaster: __________________________
Motors Unit (203_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

MOTORS UNIT
MOTORS UNIT

1. INTRODUCTION

The policies and procedures in this document are specific to the operations of the Snohomish County Sheriff’s Office (SCSO) Traffic Enforcement Motorcycle Unit, hereafter referred to as the “Motorcycle Unit” or “the Unit”.

2. MISSION

The mission of the Snohomish County Sheriff’s Office Motorcycle Unit is to provide quality, professional, regional traffic enforcement services, and to tailor it to the needs of individual communities to improve public safety.

3. OPERATIONAL RESPONSIBILITIES

Unit responsibilities include: patrol in congested areas, proactive enforcement programs, school zone enforcement, collision reduction, enforcement, special events, and escorts. All uniformed personnel are also responsible to respond the criminal activity and related incident radio calls and other law enforcement situations that may fall outside of the traffic priority, but within those duties expected of an uniformed law enforcement officer/deputy.

4. PURPOSE and S.T.E.P.

The Motorcycle Unit is based on the principles of the Selected Traffic Enforcement Program (S.T.E.P.). The purpose S.T.E.P. is to reduce collisions on the roadways of Snohomish County through enforcement and education. Personnel are tasked with providing traffic enforcement duties throughout unincorporated Snohomish County and our contract cities. It shall be the responsibility of assigned personnel to perform all traffic law enforcement activities and to assist in other law enforcement/public safety situations when needed and/or appropriate.

5. UNIT ORGANIZATION

The Motorcycle Unit is assigned to the Support Services Bureau, Special Operations Division. The Commander of the Special Operations Division shall be responsible for the Unit personnel, administration, logistical support and operations of the unit. The Assistant Division commander will assistant the Division Commander as directed and will directly supervise the Unit Supervisor.

The Motorcycle Unit sergeant is responsible to provide first level supervision. The sergeant’s responsibilities shall include, but are not strictly limited to:

1. Ensuring adequate staffing to meet unit's mission requirements.
2. Ensuring the chain of command is notified regarding any deputy-involved collisions resulting in injury.
3. Ensuring the Public Affairs Officer is notified, when appropriate.
4. Reviewing and approving reports, case oversight and work productivity
5. Assigning personnel as required.
6. Ensuring equipment needs are met.
7. Assisting the Special Operations Commander in the preparation and presentation of the unit’s budgetary needs.
8. Compiling and maintaining unit and individual statistics.
9. Ensuring training requirements are met.
11. Researching new equipment and procedures and making appropriate recommendations on such equipment and procedures to the Division Commander.
12. Other appropriate duties as assigned.

5.1. THE MOTORCYCLE UNIT MASTER PATROL DEPUTY
The Motorcycle Unit Master Patrol Deputy shall assist the Unit Sergeant in the daily operations and first line supervision of the Unit as required and in a manner directed by the Policy and Procedures Manual sections pertaining to the responsibilities and duties of MPDs, and the current labor agreement related to MPDs.

The MPD will replace the Unit Sergeant as the Unit Supervisor in the absence of the Sergeant as per Office Policy pertaining to MPDs in that role, and the current labor agreement.

The MPD will perform the duties expected of a Deputy Sheriff assigned to the Unit when not engaged in supervisory duties/responsibilities.

5.2. DEPUTY SHERIFFS
Deputy Sheriff’s assigned as Motorcycle Unit Deputies will perform the duties and assignments required of the position under the direct supervision of the Unit Sergeant and/or MPD as appropriate

5.3. LAW ENFORCEMENT TECHNICIAN
The Motorcycle Unit Law Enforcement Technician is responsible for providing administrative assistance and data entry support (within that job class) and will report directly to the Unit Sergeant
6. QUALIFIED OPERATORS/UNIT TRAINING

Deputies successfully completing motorcycle training shall be qualified as “Motorcycle Deputies”. The initial training consists of an eighty (80) hour approved basic motorcycle operator course. Instruction includes classroom sessions, supervised slow speed skill course riding, violator apprehension courses, and a high speed skill course.

Upon completion of the initial “Ride School” course, Deputies shall complete an eighty (80) hour field training course. This Field Training Course will in conducted in a field environment with a qualified member functioning as a mentor and trainer.

To maintain the status of a qualified Motorcycle Deputy, personnel must successfully complete Motorcycle Unit riding skills training courses conducted during the year. Such riding skills training shall be scheduled for 1 day each month, weather and work load permitting. However, such training shall not occur less than 1 day every two months without concurrence of the Special Operations Division Commander. The ride skill training may include, but not be strictly limited to, slow speed skill course work, high speed skill course work, escort operations, and tactical officer survival skills. This training will not be substituted for any required Office qualifications/training, such as firearms, defensive tactics, etc.

Only qualified Sheriff’s Office personnel shall operate Unit motorcycles.

EXCEPTIONS: Qualified Motorcycle service/repair employees who are qualified for the operation of motorcycles and also possess a valid motorcycle endorsement may operate office motorcycles while repairing or as directed by Unit supervisor or other appropriate Sheriff’s Office personnel. Applicants applying for and/or training for positions in the Unit may, under strictly controlled training scenarios, operate Unit motorcycles as per the training curriculum.

Qualifications for Selection:

6.1. DEPUTY SHERIFF
1. Be off probation
2. Have current supervisor recommendation
3. Maintain good physical fitness and appearance
4. Maintain a good driving record
5. Have an excellent work ethic
6. Have an unlimited motorcycle endorsement
7. Successfully complete the eighty (80) hour basic police motorcycle operator’s course
8. Successfully a minimum of eighty (80) hours of FTO training
6.2. MASTER PATROL DEPUTY

1. Be a current MPD or if no current MPDs are available, on the current MPD list.
2. Meet all of the qualifications for Deputy above “B” through “H”.

6.3. SERGEANT

Meet all of the qualifications under Deputy above (“A” through “H”) as applicable for Sergeant.

6.4. LAW ENFORCEMENT TECHNICIAN

1. Be off probation
2. Have a current supervisor recommendation
3. Have an excellent work ethic
4. Have the ability to work in the unique work environment present by inclusion in the Motorcycle Unit as the sole support staff.

7. SCSO MOTORCYCLE - Use of

Motorcycle Operators shall adhere to all policies and procedures as appropriate for law enforcement motorcycles outlined in Chapter 9 of the “Policy and Procedure Manual,” 9.00/000.00-VEHICLES. Personnel assigned as the Unit Sergeant or Deputies are issued a motorcycle in lieu of a patrol car. Therefore those personnel who are assigned a motorcycle will not be assigned a patrol car or other Sheriff’s Office vehicle.

Unit Motorcycles are not to be utilized as response vehicles for secondary unit and/or call-out assignments if riding motorcycles would put the operator in conflict with any of the rules or regulation pertaining to the operation of the motorcycles.

8. INCLEMENT WEATHER

When the unit supervisor determines that conditions prohibit the utilization of motorcycles, unit personnel will be directed to a Precinct designated by the unit supervisor for assignment. If such a situation occurs, the Sheriff’s Office does not have an obligation to provide commuting transportation to the work place and unit motorcycles are not a transportation option. However, the unit supervisor will try and coordinate resources and personnel to minimize the impacts if practical.
If the weather incident occurs during shift while the motorcycles are already deployed; personnel shall, if possible, drive to the nearest Sheriff’s facility or fire station, or if the closest place to secure the motorcycle is one’s home or similar place where the motorcycle could be safely stored, notify the unit supervisor of your location, and await instructions. It is the responsibility of the supervisor to make the unit-level determination and to make the proper notifications in a timely manner.

Personnel shall not operate motorcycles in extreme weather conditions that make such operations unduly hazardous. These conditions include, but are not limited to, snow and/or ice on roadway surfaces that must be traveled, extreme prolonged rain with areas of flooding, extreme cold that would subject personnel to cold related injuries, and/or extremely high winds. Personnel shall take into consideration localized adverse weather that may significantly impact riding in areas that would need to be traveled vs. the region as a whole. Motorcycle Deputies shall be responsible for notifying the unit supervisor when they believe weather conditions at their location prevent safe motorcycle operations. The unit supervisor’s prerogatives and responsibilities reference weather conditions and riding determinations are outlined above.

Each person assigned to the Unit has the responsibility to access their skills, capabilities, riding ability and limitations and apply them to the weather situation. Personnel may place higher restrictions on themselves based on their skills and capabilities and elect not to operate a motorcycle when they believe they would be put at undue risk based on their assessment. When such occurs the requesting deputy will notify the Unit supervisor of the situation. The Unit supervisor will then direct the involved deputy to one of the adverse weather working options outlined above. However, whenever the Unit supervisor suspends motorcycle operations, all personnel shall fully comply with the stand-down order, and respond either as directed or as outlined above. Also, personnel shall not make an individual assessment that would place them into an operating situation in violation of the extreme weather conditions outlined above.

When adverse weather conditions require the suspension of operating motorcycles personnel may, with the concurrence of the unit supervisor, exercise an option of utilizing comp time, vacation, holiday leave, or flexing their workweek, if doing such does not negatively impact on-going Sheriff’s Office operations. There is no administrative leave for personnel due to inclement weather. If there are a limited number of “break down” cars available, personnel will be required to double up as two-man enforcement units.

The motorcycles shall be used whenever practical. “Part time” or “seasonal” use of the motorcycle is not practical because of the sole motorcycle being
issued, vs. a car and motorcycle scenario coupled to the demands imposed on enforcement type riding. The safe and efficient operation is dependant on day to day familiarity, the continuous training and refreshing of skills, and the constant monitoring of an Operator’s proficiency.

9. PURSUITS

Personnel shall adhere to all policies and procedures outlined in Chapter 9 of the Policies and Procedure manual relative to law enforcement pursuits. There are certain situations where the use of a motorcycle is more practical than a car in a pursuit. However, if a Motor Deputy is engaged in a pursuit, and the guidelines for the pursuit are met as outlined in section 9.01/400.00 of the policy and procedure manual, personnel should be aware of the additional inherent dangers of pursuing on a motorcycle. In any case, when the first appropriate law enforcement vehicle equipped for pursuit operations join the pursuit; the personnel operating motorcycles shall relinquish the pursuit to that vehicle’s operator.

10. ESCORT OPERATIONS

Personnel shall be trained and qualified in escort operations prior to participating in an escort. SCSO deputies shall use the pass on right/hold on right method of escort operations. Deputies shall re-qualify at least once a year to keep escort skills heightened. If participating in an escort with other outside agencies and the pass right/hold right method is not used, SCSO deputies will not engage escort operations (exception- holding a stationary post) unless under the direction of the Commander of the Special Operations Division.

11. UNIFORM/EQUIPMENT

The motorcycle uniform shall be worn only when assigned to the motorcycle unit. The approved motorcycle and issued equipment shall consist of the following:

1. Full face helmet with communication kit (modular)
2. All weather riding suit (black jacket and black pant)
3. WaterShed Green/Black Motorcycle coat
4. Tall motorcycle riding boots (Dehner or equivalent) with lug sole-1 pair
5. Danner Fort Lewis Insulated boots-1 pair
6. Motorcycle Breeches (1 winter and two summer)
7. Gloves
8. Glov-Glov’s for escort duty
9. Nextel Blackberry
10. Cordless Speed Measuring device (Lidar/Radar)
11. Eye Protection
12. Setcom Microphone for Portable Radio
13. Gold Motor Unit “wings” pin
14. Gold metal traffic whistle and chain
15. Motor Unit patches for left sleeve of uniform
16. Black Polo training shirt (Under Armour) -2 shirts
17. Black BDU pants for training-1 pair
18. Bratwear Motorcycle Unit Short-sleeved shirts (3)
19. Ear protection (molds)

Note: The black leather jacket is optional for self-purchase. However, if purchased; the jacket will maintain by the individual. The leather jacket will have the Sheriff’s Office metal badge attached to the left breast.

12. MOTOR OFFICER UNIFORM; WEARING OF

Unit personnel shall adhere to the uniform specifications set forth in the Policy and Procedure Manual, 6.01/010.00-Uniforms. Authorized personnel shall be in the appropriate uniform anytime they are operating an Office motorcycle on a public street or highway, and at all times, shall wear a helmet, eye protection (in addition to m/c windscreen), gloves, boots, and their issued body armor.

The Special Operations Division Commander can authorize specialized unit apparel during special events and/or training scenarios as appropriate.

13. MOTORCYCLE MAINTENANCE

Personnel shall not make alterations or additions to their issued motorcycle without authorization of the Special Operations Commander. Personnel shall be responsible to keep their motorcycle clean and in good working order. Motorcycles shall be clean for all special duty assignments; i.e. Escorts, Parades, Funerals, etc. Specifically Motor Deputies shall check all fluid levels, tire pressures and lighting on a daily basis. Motor Deputies may use a break down vehicle while his/her motorcycle is being repaired.

14. BREAK-IN PERIOD

Motorcycle Unit personnel assigned a new motorcycle, or motorcycles with newly rebuilt engines, will adhere to the manufacturer’s break-in guidelines. Personnel will be allowed duty time to acquire their break-in miles. Trips outside of Snohomish County, (to and from residence excluded), must have approval of the Special Operations Division Commander. All such trips will
be conducted by a minimum of two personnel riding together as a team. During this time, the following additional guidelines will be adhered to:

1. No enforcement work will be performed, unless an emergency.
2. No participation in any special events; i.e., Escorts, Parades, etc.
3. No participation in any slow or high speed certification courses.

15. STORAGE OF MOTORCYCLES

Personnel shall have a secure (lockable) covered shelter to store their issued motorcycle at their residence.

16. MOTORCYCLE TOWING PROCEDURE

When a motorcycle breaks down, and cannot be repaired in the field, it shall be towed to either the county garage or the authorized motorcycle repair location. Only a flatbed tow with tie-downs will be utilized. If the designated department tow cannot respond in a reasonable amount of time with a flat bed, usually one hour, then the next available Tow will be requested. At no time will a “sling” be used to accomplish the tow.

Unit truck and trailer, or other appropriate County vehicles, may be utilized for the movement of motorcycles when normal operations is not efficient and/or appropriate.

If disabled upon a roadway or in a another public location, the Motorcycle Deputy shall remain with the disabled motorcycle to protect it from theft, vandalism or other tampering, until such time the tow can take possession and assume proper responsibility for the motorcycle.
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**ORV UNIT**
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ORV UNIT

1. INTRODUCTION

The Snohomish County Sheriff’s Office Off-Road Vehicle Enforcement Unit (ORVE) provides a variety of services to the Office, other law enforcement, and public agencies. By utilizing specially trained off-road enforcement personnel and off-road equipment ORVE Unit provides effective law enforcement in areas that are not accessible to traditional patrol operations. In addition to enforcement of laws and ordinances, the ORVE Unit concentrates on public education related to off-road activities laws and safety issues, provides medical assistance in remote areas as well as a law enforcement presence designed to promote recreational activities.

2. MISSION

The ORVE unit is trained and equipped for:

1. **Public Education** - Provide displays, brochures, and educational opportunities to the off-roading public.
2. **Medical Assistance** - Provide patrols in areas with a high probability of off-road related accidents and medical situations where our unique equipment and training can provide immediate medical assistance.
3. **Off-Road Vehicle Enforcement** - Provide patrols in areas that are off the paved roadways to detect and stop illegal riding.
4. **Off-Road Illegal Shooting** - Provide patrols in areas that are off the paved roadways to detect and stop the illegal use of firearms.
5. **Park Patrol** - Provide patrols in county parks to control damage to property and facilities.
6. **Stolen Vehicles** - Provide identification and recovery of vehicles in off-road areas.
7. **Traffic & Crowd Control** - Provide for control of large traffic and/or crowd problems where normal patrol vehicles and tactics are not effective.
8. **Emergency Response** - Provide the capability to respond to a variety of emergencies such as urban and rural searches, fires, floods, earthquakes and civil unrest. Provide patrol capability, intelligence gathering, and reporting, search and rescue applications and conduct evacuations.
9. **Public Awareness** - Provide personnel and equipment to schools, civic and public meetings to explain departmental goals and objectives.
3. UNIT ORGANIZATION

The ORVE Unit is assigned to the Support Services Bureau, Special Operations Division. The Commander of the Special Operations Division shall be responsible for the Unit personnel, administration, logistical support and operations of the unit. The Assistant Division commander will assist the Division Commander as directed and will directly supervise the Unit Supervisor.

3.1. SERGEANT

The ORVE Unit sergeant is responsible to provide first level supervision. The sergeant’s responsibilities shall include, but are not strictly limited to:

1. Ensuring adequate staffing to meet unit's mission requirements.
2. Ensuring the chain of command is notified regarding any deputy-involved collisions resulting in injury.
3. Ensuring the Public Affairs Officer is notified, when appropriate.
4. Reviewing and approving reports, case oversight and work productivity.
5. Assigning personnel as required.
6. Ensuring equipment needs are met.
7. Assisting the Special Operations Commander in the preparation and presentation of the unit’s budgetary needs.
8. Compiling and maintaining unit and individual statistics.
9. Ensuring training requirements are met.
10. Evaluating personnel and their ability to meet unit requirements.
11. Researching new equipment and procedures and making appropriate recommendations on such equipment and procedures to the Division Commander.
12. Coordinating operations with County and State Parks, State DNR, Forestry and other related agencies.
13. Other appropriate duties as assigned.

3.2. DEPUTY SHERIFFS

Deputy Sheriff’s assigned as ORVE Unit Deputies will perform the duties and assignments required of the position under the direct supervision of the Unit Sergeant.
4. OPERATION

4.1. GENERAL

1. OVRE motorcycle operators shall adhere to all policies and procedures as appropriate for law enforcement motorcycles outlined in Chapter 9 of the “Policy and Procedure Manual,” 9.00/000.00-VEHICLES.

2. Unit Motorcycles are only to be used for operations falling under the ORVE Unit.

3. Off-road operations require a minimum of two motorcycles operating as a team. Personnel shall operate in close proximity to each other so that they are able to maintain visual contact.

4.2. NIGHT OPERATIONS

ORVE Unit off-road operations are to be conducted during daylight hours. Transiting on improved roadways to off-road areas is permissible. Limited night off-road operations are permissible under the direction of the Unit supervisor for those missions involving the protection of life. Such situations may involve SAR operations and/or in-progress life threatening crimes against persons.

4.3. INCLEMENT WEATHER/HAZARDOUS CONDITIONS

When the unit supervisor determines that conditions prohibit the utilization of motorcycles, unit personnel will be directed to terminate operations. If the weather incident occurs during a shift while the motorcycles are already deployed, personnel shall, if possible, drive to the nearest Sheriff’s facility or fire station, or if the closest place to secure the motorcycle is one’s home or similar place where the motorcycle could be safely stored, notify the unit supervisor of your location, and await instructions. It is the responsibility of the supervisor to make the unit-level determination and to make the proper notifications in a timely manner.

Personnel shall not operate motorcycles in extreme weather conditions that make such operations unduly hazardous. These conditions include, but are not limited to, snow and/or ice on roadway surfaces that must be traveled, extreme prolonged rain with areas of flooding, extreme cold that would subject personnel to cold related injuries, extremely high winds and/or off-road conditions, such as heavy snow, mud, or other weather related conditions. Personnel shall take into consideration localized adverse weather that may significantly impact riding in areas that must be traveled vs. the region as a whole. ORVE Deputies shall be responsible for notifying the unit supervisor when they believe weather conditions at their location prevent safe motorcycle operations. The unit supervisor’s prerogatives and responsibilities regarding weather conditions and riding determinations are outlined above.

Each person assigned to the Unit has the responsibility to assess their skills, capabilities, riding ability and limitations in light of the weather or off-road
conditions and/or situation. Personnel may place higher restrictions on themselves based on their skills and capabilities and elect not to operate a motorcycle when they believe they would be put at undue risk based on their assessment. When such occurs the requesting deputy will notify the Unit supervisor of the situation. The Unit supervisor will then direct the involved deputy to one of the adverse weather working options outlined above. However, whenever the Unit supervisor suspends motorcycle operations, all personnel shall fully comply with the stand-down order, and respond either as directed or as outlined above. Also, personnel shall not make an individual assessment that would place them into an operating situation in violation of the extreme weather conditions outlined above.

4.4. PURSUITS

Off-Road traffic stops and pursuits involve problems that are not usually encountered on normal patrol operations. Off-Road pursuits pose a significantly higher hazard to ORVE Deputies and suspects than pursuits on public roadways. A pursuit, as it relates to this policy, is generally defined as the continuation of an attempted traffic stop where the suspect vehicle fails to yield and it is apparent that the suspect is aware that a traffic stop is being attempted.

ORVE Deputies while operating ORVE motorcycles will not engage in off-road or on-road pursuits; this includes “following” at a high rate of speed.

4.5. QUALIFIED OPERATORS

Deputies successfully completing ORV motorcycle training shall be qualified as “ORVE Motorcycle Deputies”. Only qualified Sheriff’s Office personnel shall operate Unit motorcycles.

EXCEPTIONS: Qualified Motorcycle service/repair employees who are qualified for the operation of motorcycles and also possess a valid motorcycle endorsement may operate office motorcycles while repairing or as directed by Unit supervisor or other appropriate Sheriff’s Office personnel. Applicants applying for and/or training for positions in the Unit may, under strictly controlled training scenarios, operate Unit motorcycles as per the training curriculum.

4.6. MOTORCYCLE/EQUIPMENT INSPECTIONS

1. Prior to each ORVE operation, personnel will inspect their vehicles and safety equipment to ensure such is in proper operating condition.

2. After the operation, personnel will clean and inspect vehicles for damage, wear, etc.

3. Any damage, repair/replacement needs, etc. will be immediately reported to the Unit Sergeant.
4. Inspection sheets will be maintained for all ORVE vehicles.

4.7. RADIO COMMUNICATIONS
1. When operating as ORVE Unit personnel, personnel will log into SNOPAC and utilize radio identifiers of 20O (Ocean) 25 thru 20O29 call signs.
2. Personnel will adhere to the radio procedures and polices for Patrol operations.
3. Personnel will notify SNOPAC of their Patrol area and operate on the primary frequency for that area.

4.8. OPERATIONAL NOTIFICATIONS
Prior to commencing ORVE operations, ORVE personnel will ensure that the Watch Commander is fully briefed on the ORVE operations that will be conducted.

5. REPORTS
1. Incident reports and other related paperwork will be submitted through the Precinct where the incident occurred.
2. Original citations/notice of infractions will be routed to the Court having jurisdiction where the citation/notice of infraction was written, or sent within 2 working days, to the appropriate Precinct via inter-office County mail.

6. UNIFORM/EQUIPMENT
The ORVE Unit specific uniform and/or equipment shall be worn only when assigned to ORVE Unit operations/training.

1. The approved and issued equipment shall consist of:
   a. Shirt - Standard Patrol tan shirt with shoulder patches, badge, name plate and Office insignia shoulder patches.
   b. Pants - Issued Motorcycle Ride Pants.
   c. Boots – Approved appropriate for off-road motorcycle use.
   d. Jacket – Issued Phase Orange and Black Jacket with name tape, soft badge, shoulder patches and rank insignia.
   e. Required issued gear and body armor.

2. Safety Gear:
a. Issued Elbow Guards.
b. Issued Knee Guards.
c. Issued Gloves.
d. Issued Helmet.
e. Issued Goggles.

3. Unit Insignia
   a. Yellow multi-spoked wheel with “Off-Road Enforcement Unit” around the edge, and a white arrow through it. Unit insignia are optional for ORVE details. They are not to be worn for non-ORVE details unless approved by the Special Operations Division Commander.

7. TRAINING

7.1. GENERAL
   All personnel operating vehicles assigned to ORVE must complete a structured, documented training program, prior to driving the vehicles independently. The vehicle training programs will be designed to familiarize personnel with the vehicle with an emphasis on maximizing officer safety, and minimize potential damage to the equipment. ORVE Unit personnel must successfully complete mandatory training in order to become operational.

7.2. UNIT SERGEANT RESPONSIBILITY
   The Unit Sergeant will ensure that individual training files are maintained to document Unit training and assist with planning future training. The Unit Sergeant is responsible for maintaining records of ORVE training, including training type, attendance dates and personnel, and a training synopsis.

7.3. QUALIFIED OPERATORS/UNIT TRAINING
   All personnel must complete the following mandatory training:

   1. All standard training required by all patrol deputies.
   2. Training in the specialized laws pertaining to the off-road environment.
   3. An Off-Road training class, generally 24 hours in length, consisting of three 8-hour classes, where the first class is a basic ORV safety class, taught by a certified ORV Safety Institute instructor. The second class is a trail ride to expose the rider to a variety of terrains. The third class is a trail ride in the Reiter Area to insure familiarization with terrain riding. ORV training will cover all aspects related to the safe operation and use of off-road ORV’s in law enforcement.
4. On-going training as needed to maintain proficiency in ORV operations.

7.4. INSTRUCTOR REQUIREMENTS
ORVE Unit vehicle training courses will be instructed by personnel approved by the Special Operations Division Commander. Instructors must remain current in their use of the ORVE vehicle, in order to remain current as an instructor.

8. QUALIFICATIONS FOR SELECTION:

8.1. DEPUTY SHERIFF
1. Be off probation.
2. Have current supervisor recommendation.
3. Maintain good physical fitness and appearance.
4. Maintain a good driving record.
5. Have an excellent work ethic.
6. Have an unlimited motorcycle endorsement.
7. Successfully complete off-road motorcycle operator’s training course(s) as required.

8.2. SERGEANT
Meet all of the qualifications under Deputy above (“A” through “H”) as applicable for Sergeant.

9. MOTORCYCLE STORAGE
ORVE vehicles may be assigned as home garaged vehicles for use under special conditions. When home garaged Personnel shall have a secure (lockable) covered shelter to store their issued motorcycle at their residence. The Unit Sergeant may pre-position or post-position vehicles at other than the designated storage area(s) as required for the efficient and effective completion of missions, or in the event of an emergency or call out.

10. MOTORCYCLE MAINTENANCE
Personnel shall not make alterations or additions to their issued motorcycle without authorization of the Special Operations Commander. Personnel shall be responsible to keep the motorcycles clean and in good working order. Specifically ORVE Unit Deputies shall check all fluid levels, tire pressures and lighting before operating the vehicles.
Maintenance will be managed by the Unit Supervisor and conducted as required by Office policy and procedures.

11. MOTORCYCLE TOWING PROCEDURE

When a motorcycle breaks down, and cannot be repaired in the field, it shall be towed to either the county garage or the authorized motorcycle repair location. Only a flatbed tow with tie-downs will be utilized. If the designated department tow cannot respond in a reasonable amount of time with a flat bed, usually one hour, then the next available tow will be requested. At no time will a “sling” be used to accomplish the tow.

Unit truck and trailer, or other appropriate County vehicles, may be utilized for the movement of motorcycles when normal operations is not efficient and/or appropriate.

If disabled the ORVE Unit Deputy shall remain with the disabled motorcycle to protect it from theft, vandalism or other tampering, until such time the tow can take possession and assume proper responsibility for the motorcycle.
Safety Committee Program (193_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SAFETY COMMITTEE PROGRAM
SAFETY COMMITTEE PROGRAM

Purpose
To establish and promote a safe and healthy workplace for employees.

Goal
To reduce injuries and enhance the health and wellness of employees.

Reporting of Unsafe/Unhealthy Workplace Conditions
Unsafe and Unhealthy Workplace Conditions will be documented and reported using the Employee Safety Report. Safety Reports shall be forwarded to the Safety Committee Chairperson. A summary of all Employee Safety Reports and action taken/recommended by Safety Committee shall be maintained.

Chain of Command/Authority
The Safety Committee Chairperson shall report directly to the Undersheriff or his/her designee. Safety Committee members shall report to the Chairperson.

Organization
The Safety Committee shall consist of commissioned and non-commissioned members. The number of non-commissioned members must be equal to or less than the number of commissioned members. The term for commissioned members shall be one year. Commissioned- vacancies must be filled prior to the next scheduled meeting of the Safety Committee. A chairperson shall be appointed by the Undersheriff from among the commissioned members.

Chairperson Responsibilities
1. Schedule meetings and provide meeting notice/agenda to members (at least 10 days prior to meeting), conduct meetings.
2. Ensure minutes of each meeting are taken, maintained, and disseminated to committee members and the Undersheriff.
3. Publish and disseminate Safety Committee Reports and Newsletters
4. Ensure Employee Safety Reports and Safety Committee recommendations/action taken are summarized.
5. Shall be principle spokesperson for committee
6. Liaison/network with county, state, and federal safety officials and programs.
7. Shall appoint vice chair from among Safety Committee members to assume responsibilities when absent.
Committee Responsibilities

1. Review Employee Safety Reports
2. Review Supervisors Accident/Incident Reports
3. Review Employee Involved Collision Investigation Reports
4. Review Safety and Health Inspection Reports
5. Make recommendations to the Undersheriff relative to improvements and/or policy changes affecting health and safety in the workplace.
6. Publish and disseminate, throughout the workplace, information to assist in preventing accidents, collisions, and unsafe health and safety conditions.

Meetings

Safety Committee meetings shall be held quarterly, at a minimum. Special meetings may be called by the Chairperson or the Undersheriff as needed. A simple majority vote of the members present decides an issue. When there is a tie vote the Chairperson or acting Chairperson shall decide the issue. Meetings will last no more than 1 hour unless extended by majority vote. Each meeting shall consist of:

1. Review of Employee Safety Reports
2. Review of Supervisors Accident/Investigation Reports
3. Review of Employee Involved Collision Investigation Reports
4. Review of County Safety and Health Inspection Reports

Reports/Dissemination

1. Written “Safety Committee Report” recommendations for corrective action and/or policy changes relative to items 1 through 4 shall be forwarded to the Undersheriff within 30 days of Safety Committee meeting.
2. A “Safety Committee Newsletter” consisting of information to assist in preventing accidents, collisions, and unsafe health and safety conditions shall be disseminated to workplace personnel within 30 days of Safety Committee meetings. Each Newsletter shall include a reminder and instructions on the procedure for reporting unsafe health and safety conditions and a current roster of Safety Committee members.
3. Safety Award Nomination Report to Undersheriff (annual)

Training

The Sheriff’s Office will provide members of the Safety Committee training which enhances their knowledge and ability to provide a safe and health workplace for deputies.
SN0HOMISH COUNTY SHERIFF’S OFFICE

Safety Hazard Report

To report potentially unsafe hazards or incidents that do not result in injury*, please complete this form and return it to the Safety Committee Chair.

Sergeant Darrell O’Neill, Chair
SCSO Law Enforcement Safety Committee
South Precinct
Fax No.: 425 337 5809

Date / Time of Incident _______________/________________

Describe Incident__________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Location of Incident _____________________________________________________________
______________________________________________________________________________

Individuals Involved_____________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Cause of Incident _______________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Suggestions to Prevent Incident _________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Reported to Supervisor ____ No _____ Yes Supv. Name ___________________________ # _______

Reported by Name ____________________________ # ___________ Date _______________

*Please note: The Supervisors Accident Report is the appropriate reporting tool for accidents or incidents that result in injury, whether or not the accident/injury includes medical attention or time loss.
Sheriffs Birthday (215_0).pdf
Mobile Data Computers (214_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

MOBILE DATA COMPUTER
MOBILE DATA COMPUTER

1. INTRODUCTION

Mobile Data Computers (MDC) provide high speed digital communication between deputies and dispatchers as well as providing an immediate data link that reduces congestion of voice communication frequencies.

1. SNOPAC dispatch policies and procedures have not changed due to MDC use.

2. Data communications via a MDC have several advantages to voice communications, including:
   a. Supervisors will have immediate access to deputy and incident status. Supervisors will have the ability to monitor their subordinates’ activity, identify potential problems and take a proactive approach to managing their resources and workload.
   b. Mobile Data Computers will increase available air time for priority voice communication transmissions.
   c. Deputies will have the ability to recall timely, pertinent data and information while in the field.
   d. Information will be accessible faster and more efficiently. Unlike voice communications, MDC equipped vehicles can make record/data checks simultaneously.

3. Users shall adhere to this MDC policy and will be responsible for compliance with its contents.

2. SYSTEM SECURITY

1. All users must be ACCESS certified prior to using the Mobile Data Computer.

2. No user shall use the Mobile Data Computer prior to receiving training on its use by a qualified trainer.

3. Upon receiving training, users will be assigned a CAD password.
   a. Users are required to change their issued password to a personal password as soon as practical.
   b. Users are prohibited from using the password of another deputy in order to use the MDC system.
   c. Users shall not make their password available to others.

4. Users are to be aware that information displayed on the MDC may be visible to other persons inside or outside their vehicle. Information obtained via the MDC is of a privileged nature and is to be used for official purposes only.
5. Users should clear screens of information containing want returns, DOL checks, RMS information and warrant information prior to leaving the MDC in a position where unauthorized persons may view the screen.

6. Dissemination of information obtained from the MDC system shall be strictly controlled following established ACCESS rules as well as all public dissemination/disclosure laws.

7. Sheriff’s Office vehicles with MDC units shall be locked (or other practical measures taken) at all times when the user is away from the vehicle to prevent unauthorized access to the unit.
   a. When the MDC is left briefly unattended, the lock function (Shift + F4) shall be engaged to prevent unauthorized access.
   b. When the user is off duty, the MDC shall be removed from the vehicle and the lock down function activated to prevent unauthorized access.

3. OFFICER SAFETY

1. Use of the MDC by the driver while a vehicle is in motion is potentially dangerous. Users must be aware that they are responsible for the safety of themselves and others while driving. Users should, whenever practical, pull to the side of the road and stop the vehicle prior to using the MDC.

2. In vehicles not equipped with a passenger side airbag deactivation switch, users transporting passengers in the front seat will secure the MDC against the central portion of the dashboard while the vehicle is in motion to reduce the possibility of the MDC being struck in the event of an airbag deployment. This shall not apply to vehicles not equipped with a passenger side air bag. Vehicle operators will ensure the MDC is properly affixed to the mounting plate while the vehicle is in motion. Failure to do so may result in injury to occupants or damage to the MDC.

3. Use of the MDC can decrease a user’s situational awareness. Users shall be aware of their environment and be particularly cautious when using the MDC on traffic stops, FIRS or while on calls. Users shall divide their attention appropriately between what is going on outside their vehicle and entering or receiving information on the MDC.

4. Users on a traffic stop or call where more than cursory MDC use is required should consider having a second deputy respond to provide assistance during that period the user’s attention is diverted away from the scene.

5. Traffic stops shall be broadcast over the radio. The Traffic Stop key shall not be used for traffic stops except for emphasis details where SNOPAC has previously been advised of the location.

6. At night, the backlighting on the MDC should be adjusted to its lowest setting and a high contrast, low light screen setting should be used.
7. If dispatched to a bomb threat call, the user should turn off the power to all radio equipment, including the MDC, as it routinely transmits even without activation by the user.

8. All information pertaining to officer safety shall be voice broadcast.

9. Deputies advising SNOPAC they will assist another unit on an in-progress situation shall do so by radio.

10. All users shall be familiar with the emergency key (Ctrl + F1 or Shift + F1) and its appropriate use.

4. OPERATIONS

1. When possible, practical and safe to do so, all data inquiries shall be made using the MDC.

2. Users shall not add, delete or modify any software in the MDC without the authorization of the Sheriff or his/her designee.
   a. Supervisors shall perform periodic inspections of their subordinate’s MDC units to ensure they are maintained in accordance with Office requirements.

3. Infectious disease information (i.e., hepatitis, HIV, AIDS) shall not be broadcast via the MDC.

4. Transactions sent via MDC shall not contain any sexual, racial or degrading language nor shall they contain any profanity or any language not acceptable for normal business.

5. No CHRI inquiries shall be made from an MDC.

6. Whenever the number of deputies in a vehicle changes during a shift, a notification shall be made by radio in addition to changing the status on the MDC.

7. Users shall log out of the MDC at the completion of their shift.

5. MESSAGE SECURITY

1. The MDC allows for secure transmission of information not accessible to the public via normal means. This may instill a false sense of security to users and they are cautioned that MDC transmissions are not private.
   a. Every transaction on the MDC can be traced back to the initiating person.
   b. Every transaction is logged and saved.
   c. Every transaction and message on the MDC is subject to public disclosure and can be subpoenaed by the court.

2. MDC messages shall be limited to official business purposes. Messages shall be concise and professional.
3. Messages shall be periodically monitored and violations will be investigated.
4. Miscellaneous comments may be entered into dispositions and unit histories. These comments, once entered, cannot be changed and are subject to disclosure.

6. WARRANT/STOLEN HITS

1. When a user runs an MDC inquiry that results in a warrant/stolen “hit,” the user will radio broadcast the name or plate, location and the fact there is a “hit.”
   a. A user with a warrant/want/stolen hit will notify the dispatcher by radio using the 10-33 code.
   b. User will give their location, advise of rolling or stationary, occupied or unoccupied and advise the status code (Code 1, 2 or 4).

2. In the event of a warrant/stolen “hit,” dispatch cannot confirm warrants on subjects not in custody or under observation.

7. MAINTENANCE

1. Users experiencing problems with their MDC shall not request assistance from Dispatch.
   a. Dispatch personnel are not trained in the use or function of the MDC.
   b. Advise the dispatcher that the MDC is inoperable.
   c. If available, contact a Sheriff’s Office MDC trainer for assistance.

2. MDC units requiring maintenance and/or repair shall be forwarded to the Sheriff’s Office Network Administrator.

3. No MDC equipped vehicle will be jump started or will be used to jump start another vehicle prior to disconnecting the MDC.
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

OFFICE OF PROFESSIONAL ACCOUNTABILITY

TABLE OF CONTENTS
1. INTERNAL INVESTIGATIONS

1.1 PURPOSE

The following procedures are provided as a guideline for the Sheriff’s Office Administrative Staff and Investigators assigned to conduct internal investigations. It is understood that these procedures may not specifically address every circumstance and that there remains a need for flexibility based on individual cases. These procedures are intended to support, not supplant, Sheriff’s policy. In the case of any conflict, policy shall dictate.
1.2 MISSION
The mission of the Office of Professional Accountability is to support the mission of the Snohomish County Sheriff’s Office and to find the truth when allegations are made of employee misconduct. This mission will be accomplished in such a way as to protect the rights of our employees under bargaining contracts, personnel ordinances, and employment laws.

1.3 INTERNAL INVESTIGATIONS/GENERAL
Internal investigations should be conducted when directed by the Sheriff or his designee. They will ordinarily be the responsibility of the Sergeant of the Office of Professional Accountability. However, with the concurrence of the Sheriff, an investigation may be delegated to outside investigators or Snohomish County Sheriff’s Office staff outside the Office of Professional Accountability.

1.4 COMMAND STAFF REVIEW
OPA shall provide annual overall review and periodic analysis to Command Staff on the following incidents:
1. Traffic Pursuits
2. Vehicle Accidents
3. Use of Force
4. Internal Investigations/Personnel Complaints
2. DEFINITIONS

For the purposes of this chapter, the following definitions shall apply:

2.1 COMPLAINT
An allegation of circumstance(s) amounting to a specific act or failure to act, which, if proven true, may amount to employee misconduct.

2.2 FINDING
The conclusion reached with respect to each allegation by the appropriate Bureau Chief after the completion of the investigation. Findings must be one of the following:

1. UNFOUNDED
   The complainant admits to making a false allegation, the accused employee was not involved in the incident, or the incident did not occur.

2. EXONERATED
   The incident occurred, however, the employee’s actions were justified, lawful and proper.

3. NON-SUSTAINED
   a. Cleared: There is sufficient evidence to prove the allegation is false or it is not supported by the facts.
   b. Inconclusive: There is insufficient evidence to either prove or disprove the allegation.
   c. The investigation revealed that the employee committed a violation(s) other than the original allegation(s). A new allegation would be alleged and a finding made.

4. SUSTAINED
   The allegation is supported by sufficient evidence to indicate that the employee committed one or more of the alleged acts.

5. UNDETERMINED
   This may involve but is not limited to the following:
   a. The Complainant withdraws the complaint;
   b. The complainant cannot be located;
   c. The complainant is uncooperative;
   d. The accused member separates from the Office before the conclusion of the investigation.

2.3 CULPABILITY

1. INTENT
   An employee acts with intent or intentionally when he acts with the objective or purpose to accomplish a result which constitutes a violation.

2. KNOWLEDGE
   An employee knows or acts knowingly or with knowledge when:
a. He is aware of a fact, facts, or circumstances or result described by a policy or procedure defining a violation.; or
b. He has information which would lead a trained and qualified employee in the same situation to believe that facts exist, when such facts are described by a policy or procedure defining a violation.

3. RECKLESSNESS
An employee is reckless or acts recklessly when he knows of and disregards a substantial risk that a wrongful act may occur and his disregard of such substantial risk is a gross deviation from conduct that a trained and qualified employee would exercise in the same situation.

4. NEGLIGENCE
An employee is negligent or acts with negligence when he fails to be aware of a substantial risk that a wrongful act may occur and his failure to be aware of such substantial risk constitutes a gross deviation from the standard of care that a trained and qualified employee would exercise in the same situation.

5. SUBSTITUTES FOR NEGLIGENCE, RECKLESSNESS, AND KNOWLEDGE
When a policy or procedure provides that negligence suffices to establish an element of a violation, such element also is established if an employee acts intentionally, knowingly, or recklessly. When recklessness suffices to establish an element, such element also is established if an employee acts intentionally or knowingly. When acting knowingly suffices to establish an element, such element also is established if an employee acts intentionally.

6. REQUIREMENT OF WILLFULNESS SATISFIED BY ACTING KNOWINGLY
A requirement that a violation be committed willfully is satisfied if an employee acts knowingly with respect to the material elements of the violation.

2.4 EMPLOYEE MISCONDUCT INVESTIGATION
An administrative investigation conducted when the alleged violation, if sustained, could likely result in some type of discipline or remediation, but does not constitute a criminal violation.

2.5 CRIMINAL INVESTIGATION
An investigation conducted by the Criminal Investigation Division when it is alleged that a criminal violation occurred within the jurisdiction of the Sheriff’s Office. When a violation occurs in another jurisdiction, or within Snohomish County, the Sheriff may decide to have another law enforcement agency conduct the investigation.

2.6 MISCONDUCT
1. An act or failure to act by an employee, which, if proven true, amounts to a violation of law or policy and could result in some type of discipline or remediation.
2. Misconduct may include:
   a. Commission of a criminal act;
   b. Neglect of duty;
   c. Violation of an office policy, procedure, rule or regulation; or
   d. Conduct which may tend to reflect unfavorably upon the employee or office by virtue of the conduct’s conflict with the office’s published mission and values.
   e. Repeated incidents of similar unsatisfactory performance
2.7 EMPLOYEE
Any Office employee paid or unpaid, whether temporary, permanent, intern, probationary, appointed, non-appointed, commissioned, non-commissioned, or a volunteer.

2.8 REPRESENTATIVE
An official of the employee’s collective bargaining organization, employee’s attorney, or any other person selected by the subject member to be present during an interview.

2.9 SHOOTING REVIEW
An administrative investigation to objectively review the circumstances surrounding the incident. The investigator shall develop findings and make recommendations in the following areas:
1. Whether the shooting was within policy, intentional or accidental
2. Tactical considerations
3. Training considerations
4. Quality of supervision
5. Quality of the shooting investigation

2.10 EARLY IDENTIFICATION AND INTERVENTION SYSTEM
A data-based management tool designed to identify employees whose behavior may be problematic

3. EARLY IDENTIFICATION AND INTERVENTION SYSTEM

1. The primary goal of the Early Identification and Intervention System (EIIS) is to allow management to intervene, utilizing counseling or training, when an employee has been identified as having problematic behavior. As an early response, management will intervene before such an employee is in a situation that warrants formal disciplinary action. The EIIS will alert management to those individuals who have three indicators in a quarter, or four or more in a year.

2. Indicators, such as citizen complaints, (including sustained, non-sustained, and undetermined findings), firearms discharge, use-of-force reports, civil litigation, resisting arrest incidents, and vehicle damage may be selection criteria for identifying problematic pattern behavior.
   a. Including non-sustained and undetermined citizen complaints in the EIIS will give management a broader base to help identify potential employees for early intervention. The intervention is not discipline, but counseling, provided in order to correct behavior before the employee’s conduct merits formal discipline. Many non-sustained complaints are inconclusive, especially when the citizen is the only witness and there is no corroborating evidence.

3. Intervention should consist of a counseling session or training class provided by the employee’s immediate supervisor. The counseling or training should be documented on a Performance Incident Report (PIR) in accordance with the Performance Evaluation Standard Operating Procedure.
4. Post intervention monitoring should take place following any counseling or training session. The post intervention meetings between the employee and their immediate supervisor shall take place at 14, 30, and 60 days after the intervention and documented on a PIR.

4. COMPLAINTS

4.1. RECEIVING - PROCESS:

1. If an individual indicates that he/she desires to make a complaint (as defined above), the complaint will be taken in the following manner:

   a. A walk-in complainant shall be immediately referred to the most available supervisor.

   b. If a supervisor is not immediately available, the employee receiving the complaint shall complete a Personnel Complaint Form recording as much information as possible, including a written statement(s). The allegations should be oriented to specific acts of alleged misconduct whenever possible. The completed form shall be forwarded to the subject employee’s supervisor as soon as possible.

   c. If the complaint is made by phone, the complainant shall be forwarded to the appropriate employee’s supervisor, when available, or to the affected area of command, precinct, or division.

   d. If the complaint is made by mail, the complaint will be forwarded by the person receiving it to the Office of Professional Accountability for processing.

   e. If the complainant is intoxicated, a reasonable effort will be made to obtain his/her name, address, phone number and basic information on the basis of the complaint. The complaint should then be forwarded to the subject employee’s supervisor.

   f. Complainants shall not be required to:

      i. appear in person;

      ii. commit their statement to writing in order for it to be valid.

      iii. go to another section of the county or the Office of Professional Accountability;

      iv. make another trip at another time to lodge their complaints;

      v. agree to participate in certain investigatory techniques such as the polygraph prior to having their complaint accepted; or

      vi. acknowledge that making a false complaint is a crime for which they may be prosecuted.

   g. Willful failure by any employee to record an allegation or properly process it in accordance with provisions of these procedures shall be considered misconduct.

   NOTE: A disagreement simply over the validity of a traffic infraction/vehicle code citation or parking violation notice is not grounds for the initiation of a preliminary
4.2. COMPLAINTS - INITIAL ACTION:

1. A person taking a complaint shall:
   a. Conduct a preliminary investigation.
      The preliminary investigation is, those steps taken by a supervisor to determine whether a complaint alleges misconduct. A supervisor as used in this section refers to an employee of the rank of sergeant or above or a person designated to perform the duties normally performed by such rank, or a civilian supervisor.
         i. The preliminary investigation is an attempt to “freeze frame” as much of the incident as possible. This can be best achieved by the supervisor who is initially notified of the complaint, regardless of whether or not s/he will later be assigned the investigation. The preliminary investigation is not meant to conclude the investigatory process nor pursue the allegation to all possible ends. It is designed to capture and preserve evidence and preliminary statements for later use by the assigned investigator.
         ii. The supervisor shall take immediate action to prevent continuation or aggravation of the incident giving rise to the complaint or allegation of misconduct. It shall also be the responsibility of the supervisor to notify the accused employee’s commander that a complaint has been accepted and a preliminary investigation is being conducted.
         iii. A preliminary investigation shall always be conducted immediately when the complaint is made contemporaneously with an incident. If in doubt whether to conduct this preliminary investigation, the investigation should be conducted. In serious, complex and/or criminal cases (see Chapter IV, par 2 a – j), the Office of Professional Accountability should be contacted for advice. If OPA cannot be contacted, the supervisor shall conduct the preliminary investigation.
         iv. Submit a copy of the face sheet of the Personnel Complaint Form to Office of Professional Accountability for data entry and tracking. The OPA will provide the Undersheriff and Bureau Chiefs with a monthly report of outstanding investigations.
   b. The preliminary investigation should include, but is not limited to:
      a. Identifying, and obtaining written statements and other relevant documents from the complainant and any witnesses that are readily available;
      b. Identifying any employees who may be witnesses and briefly interview them in order to document their version of the incident;
      c. Ensuring that the physical evidence is preserved or, at least photographed;
      d. If there are actual or alleged injuries, ensure that medical treatment is provided. A medical release should be obtained from the complainant and any witnesses who may also have been injured; and
      e. Collecting all documents regarding the incident such as computer-aided-dispatch printouts.
      f. Relieve the member from duty, if appropriate (see Policy and Procedural Manual Section 8.01/030.15); and
g. Submit the Personnel Complaint Form, witness statements, physical evidence, and other documentation to the next person in the chain of command.

3. If the allegation does not amount to misconduct, the supervisor shall explain the related Office policy or procedure and attempt to resolve the matter to the complainant’s satisfaction.

4. If the complainant is not satisfied or the supervisor feels additional investigation is necessary, the supervisor shall complete a Personnel Complaint Form and forward it, to the next person in the chain of command.

**NOTE:** In cases of criminal misconduct or potential criminal conduct, supervisors should not have accused employees prepare a special and separate report regarding the incident or a response to the complaint, other than those normally prepared such as the incident, offense or arrest report.

On routine personnel complaints, subject employees may be directed to provide a written or tape recorded statement in accordance with all applicable labor agreements.

### 5. OFFICE OF PROFESSIONAL ACCOUNTABILITY RESPONSIBILITIES

The Office of Professional Accountability (OPA) shall be responsible for oversight of the acceptance and investigation of all misconduct complaints. This Unit is responsible to the Sheriff, Undersheriff, or his designee.

#### 5.1 GENERAL DUTIES

1. If a Criminal Investigation is conducted, OPA should maintain liaison with the criminal investigator.
   a. OPA may conduct a concurrent Employee Misconduct Investigation.
   b. If a concurrent Employee Misconduct Investigation is conducted, Garrity vs. New Jersey shall be observed.

2. The Office of Professional Accountability shall investigate serious allegations, including, but not limited to:
   a. Commission of a crime
   b. Corruption;
   c. Official Misconduct
   d. Acceptance of a bribe, gratuity, or other illegal compensation;
   e. Release of confidential information without authority;
   f. On duty intoxication or substance abuse;
   g. Sexual Harassment;
   h. Complex or time consuming allegations;
   i. Allegations involving members from two or more units;
   j. Employee involved shootings or other incidents where potential lethal force was used.

3. The Office of Professional Accountability shall have oversight of the Early Identification and Intervention System.
5.2 LOGGING THE COMPLAINT:

1. All complaints routed to OPA shall be logged in a central registry and assigned a specific OPA control number.

2. All complaints shall be routed to OPA, by the Undersheriff, after determining the type of investigation, for logging and assignment of an OPA Control number.

3. The OPA shall:
   a. Log the complaint in the permanent record and give the complaint an OPA Control Number.
   b. Ensure that the accused employee’s immediate supervisor has been notified of the complaint.
   c. Ensure that the affected Bureau Chief, Undersheriff and Sheriff are notified.
   d. Prepare and send a letter to the complainant acknowledging receipt of the complaint, the control number, and the assigned investigator and how the complainant may reach that person.

6. COMPLAINT INVESTIGATION

6.1 REVIEW COMPLAINTS AND RELATED REPORTS

The assigned investigator should thoroughly review the personnel complaint form and any other attached reports, taking note of any due date, any impending statute of limitations issues and potential internal procedural violations. The investigator should also review these procedures and the employee’s bargaining unit agreement. A proper investigation demands that the investigator keep an open mind at all times. The role of the investigator is to gather facts.

6.2 IDENTIFY ALLEGATIONS AND ISSUES

When reviewing the complaint, the investigator shall carefully identify each allegation and related issues to be addressed in the investigation. Allegations shall be specific and listed in order of occurrence.

6.3 NOTIFICATION

1. When initiating an investigation, the assigned investigator shall notify subject employee of the investigation and employee rights in writing prior to proceeding further, provided the notification will not hamper the investigation.

2. Without compromising the integrity of the investigation, and as soon as practical after assignment, the assigned investigator shall prepare a “Notice of Internal Investigation.” The “Notice of Internal Investigation” shall document the allegations of the complaint and list the policy and procedure sections and/or criminal laws that are alleged to have been violated. The “Notice of Internal Investigation” shall be served upon the subject employee.

6.4 CONFIDENTIALITY

Upon service of the “Notice of Internal Investigation,” the subject employee shall not have communication with potential witnesses to the investigation.

6.5 DUE DATES

1. All investigations are ordinarily expected to be completed within 60 days after assignment to an investigator.
2. If an investigation will not be completed within 60 days, the investigator shall notify the Undersheriff to request an extension.

6.6. THOROUGHNESS
1. All investigations are to be thorough and completely documented. To assist the investigator in completing a thorough investigation, an “Investigative Checklist” shall be completed on each investigation.
2. The assigned investigator shall prepare a notebook containing all pertinent documents relating to the investigation, including, but not limited to: police reports, CAD/RMS printouts, and personnel complaint forms, transcripts of all interviews, tape recordings, memorandums, evidence, rough notes and a summary report.

7. INTERVIEWS

7.1 INTERVIEWS - COMPLAINANT/WITNESS:
1. ORDER OF INTERVIEWS:
   All interviews should be conducted in person. If this is not possible, a telephonic statement may be taken. The order of scheduling interviews should be:
   a. Complainant
   b. Civilian Witnesses
   c. Civilian Employee Witnesses
   d. Commissioned Employee Witnesses
   e. Accused Employee
2. INTERVIEW LOCATION/TIME:
   a. Citizen interviews should be conducted at a location and time that is convenient to the citizen.
   b. Employee interviews should be conducted at a location away from their work station and during their normal working hours, unless the seriousness of the allegation requires otherwise.
3. TAPE RECORDING:
   a. Except in cases of minor offenses, all formal interviews should be tape recorded in their entirety, with the consent of all participants in accordance with chapter 9.73RCW.
   b. If a written statement has already been taken, a taped statement may not be required if the required information has already been provided.
   c. If a complainant or civilian witness refuses to allow the interview to be tape recorded, document the refusal and proceed with the interview. Complete a written statement, signed by the witness.
   d. Each tape should be marked with the name of the person interviewed and the OPA number. Forward all tapes to OPA for inclusion with the completed investigation.
   e. All recordings should be transcribed verbatim and the transcription included as part of the final report.
4. SENSITIVE INTERVIEWS:
   If the interview involves information which may be sensitive e.g., sexual matters, the interviewer shall make every effort to ensure the comfort of the witness, which may include:
   a. Using interviewers of the same gender, or
   b. Using interviewers from the Special Investigations Unit.

7.2 INTERVIEWING OFFICE EMPLOYEE WITNESSES:
1. Commissioned and civilian employees who are witnesses are not subject to disclosure of investigative information prior to their interviews.
2. The investigator may request a report from the employee witnesses instead of a personal interview.
3. The Interview format:
   a. The investigator should begin the interview by following the “Complainant/Witness Taped Statement Format”
   b. The investigator should allow the employee to describe what happened in his or her own words.
      i. Each allegation and all relevant issues should be covered with the complainant/witnesses.
      ii. Each witness should be asked direct questions about each allegation that s/he can address.

7.3 INTERVIEWS - ACCUSED OFFICE EMPLOYEE
1. LOCATION AND HOURS OF INTERVIEW
   a. Accused employee interviews should be conducted at a location away from their assigned work station and during their normal working hours, unless the seriousness of the allegation requires otherwise.
   b. Accused employees should always be interviewed in a Sheriff’s Office facility. Accused employees should not be interviewed in the employee’s bargaining agency or attorney’s office.
   c. An accused employee’s interview should be scheduled during the employee’s duty hours, unless the seriousness of the allegation requires otherwise. Interviews that are scheduled during the accused employee’s off-duty hours must be by permission of the Undersheriff.

2. REPRESENTATION
   An accused employee shall have the right to representation in accordance with Manual Section 8.01/030.10. The representative’s purpose is to ensure that all legal rights of the employee are observed.

3. THE INTERVIEW
   a. Employees are required to cooperate with an administrative investigation.
   b. Before the interrogation the accused employee shall be:
i. Advised of the allegations in writing;
ii. Advised that s/he is suspected of misconduct that, if sustained, could be grounds for disciplinary action;
iii. Advised that s/he may have representation present during the interview; and
iv. Advised of his or her Garrity rights.

c. If the interview is to determine whether or not to file criminal charges, the accused employee will not be advised of his or her Garrity rights. The accused employee shall be advised of his or her Miranda rights. The employee shall be given the opportunity to waive his or her rights and provide a voluntary statement. The employee is allowed to have legal counsel of his or her own choosing.

d. All accused employee interviews shall be tape recorded, unless the employee objects to the tape recording of the interview.

7.4 CONFEIDENTIALITY ORDER:
1. At the conclusion of each interview, the investigator should advise the employee not to discuss the investigation or any of the information discussed in the interview with anyone except his/her representative or attorney until after the investigation has been completed.
2. The employee should also be told that any violation of the confidentiality order may result in disciplinary action.
3. The employee should be advised that any attempts to retaliate against any witness or party to the investigation will result in disciplinary action.

8. OTHER INFORMATION/ SERVICES

8.1. SEARCHES AND SEIZURES
1. All searches and seizures conducted during the investigation of an employee misconduct complaint shall be in compliance with the law.
2. Before any search, the affected Bureau Chief shall be briefed on the circumstances.
3. The appropriate Bureau Chief should be present during any such searches.
4. The search should be conducted professionally with the employee present if possible. Photographs of the employee’s vehicle or residence should be taken before and after the search to ensure the vehicle or residence was left in the same condition as it was found.

8.2. FINANCIAL DISCLOSURE
An employee shall not be required to disclose any item of his/her property, income, assets, source of income, debts or expenditures, including those of any member of his/her household, unless obtained by proper legal procedure.

8.3. POLYGRAPH
1. Washington State law prohibits the Sheriff’s Office from compelling an employee to submit to a polygraph examination.
2. An accused employee may request a polygraph examination. If any employee requests a polygraph examination, the request must be in writing.

9. COMPLETED INVESTIGATIONS

9.1 OFFICE OF PROFESSIONAL ACCOUNTABILITY SUPERVISOR / INVESTIGATOR’S RESPONSIBILITY:
After completing the investigation, the investigator shall ensure that all relevant documentation is included in his/her report and that all allegations have been addressed. The report shall then be forwarded to the appropriate Bureau Chief.

9.2 BUREAU CHIEF’S RESPONSIBILITIES
1. Review the investigation for thoroughness and accuracy;
2. Make recommendations on the disposition of each allegation;
3. On sustained complaints, make recommendations of discipline; and
4. Forward the investigation to the Undersheriff.

9.3 UNDERSHERIFF’S RESPONSIBILITIES
1. Review the investigation for thoroughness and accuracy.
2. Concur with the recommended finding. If not, indicate a recommended finding.
3. Concur with the recommended discipline. If not, indicate recommended discipline.
4. Ensure that a Notice of Pre-Disciplinary Hearing is prepared and delivered to the employee.
5. When necessary, ensure that a pre-disciplinary hearing is conducted.
6. Ensure a notice is delivered to the employee stating the reason for the discipline, the effective date of the discipline, and the employee’s right to appeal.

9.4 SHERIFF’S REVIEW:
1. The Sheriff shall have the final approval of findings and discipline on all employee misconduct complaint investigations.

10. RECORDS RETENTION

10.1 PURPOSE
1. This retention and disposal policy is intended to establish policy and procedures for preserving and disposing of records and/or documents created or stored by the Snohomish County Sheriff’s Office, Office of Professional Accountability (OPA).

10.2 POLICY
1. The Sheriff’s Office is committed to effective records management including meeting legal standards for record retention, optimizing the use of space, and properly destroying outdated records.
2. The Administrative Coordinator to the Undersheriff shall be designated as the Retention Manager and shall be responsible for coordinating OPA records management and disposal of all
OPA documents. The Retention Manager will audit OPA files annually to review all documents and files set for destruction.

3. Sheriff’s Office OPA personnel will:
   a. Determine the means of storage for all OPA documents and files.
   b. Identify which documents and files are investigative or sensitive in nature and should be retained.

4. Sheriff’s Office OPA personnel will retain all official records that come under their control. The Retention Manager will dispose of all official records in accordance with the timelines and procedures set forth in this policy:
   a. All documents that are investigative or sensitive in nature that are generated by OPA, assigned to OPA, or come under OPA control, will be retained for reference and future use.
   b. Release of information regarding an investigation shall only be to those who have a right to know, with the authorization of the Sheriff or Undersheriff, or upon court order.
   c. All documents that have exceeded timelines and have no further value will be disposed of in a timely manner.

10.3. PROCEDURE

1. OPA records will be maintained per the records retention schedule set forth herein.

2. OPA records and/or documents shall be stored in such a way that access is given to only those employees authorized to view or handle OPA material. Records or documents may be sent to a secure storage area. Records or documents that need to be easily accessible may be stored in a secure area in the OPA’s office space.

3. Unless otherwise authorized, no sustained OPA file or associated document shall be purged until seven years after the employee severs employment with Snohomish County.

4. Unless otherwise authorized, all unsubstantiated OPA files and associated documents shall be purged after four years from the date the investigation was closed. Should unsubstantiated files or associated documents become part of any litigation or any similar event, the record will be retained for four years from the date the associated litigation was closed.

5. For the purposes of this policy the following findings fall under the category of ‘unsubstantiated:’
   a. Unfounded
   b. Exonerated
   c. Non-Sustained (a), (b), (c)
   d. Undetermined (a), (b), (c), (d)

6. Unless otherwise authorized, all files and associated documents that do not name a County employee as the subject shall be retained for a period of four years from the date the investigation was closed.
a. Examples include fact finding investigations of a general nature, whether generated by OPA personnel, Sheriff’s Office staff, or any other agency.

7. As a part of the Retention Manager’s annual review, the Retention Manager will consult with the following personnel to determine if further retention may be necessary:
   a. All current OPA members;
   b. Human Resources;
   c. The County Civil Prosecutor’s Office;
   d. The Undersheriff.

8. The Administrative Database will act as a historical record. Information collected from sustained findings shall be retained for the life of the agency in compliance with state retention laws.

9. Proper disposal of all paper documents of any type shall be rendered through shredding.

10. All optical media, including discs of any kind, CD’s and DVD’s shall be physically destroyed by means that will render them unreadable and in a way and manner that prohibits the reconstruction of the digital data.

11. All information that is stored on a computer associated to files that are designated for destruction shall be permanently deleted. A notice shall be sent to all current employees involved in each case directing them to dispose of all records they possess in a similar, permanent manner.

12. A destruction log will be initiated and maintained, which contains the name, record series, disposition authority number (DAN), date and method of destruction (per CORE Schedule 5.6.3).

10.4 DEFINITIONS

1. Record, Document, File – All books, papers, maps, or other documentary materials regardless of physical form, whether written, printed or recorded (paper, electronic, microfiche, tape, etc.).

2. Investigative document – All internal investigations, personnel complaints and other investigations (regardless of agency), and all corresponding documents, files, records and attachments that come under the control of OPA.

3. Sensitive Information – Sensitive information is any data that can be tied directly to an individual and that solely, or coupled with other data, could put that individual’s identity, well-being or reputation at risk.

4. Administrative Database – An electronic record of all complaints and investigations of Sheriff’s Office employee’s.
10.5 EXCEPTION(S)

1. All documents or files that are deemed to have value after their retention timeline has expired will be retained only as authorized by the Undersheriff.

2. All action taken under this exception rule must be documented in writing.
   a. This written document will come from the Undersheriff and will be placed at the front of any file.
Drug Take Back Program (190_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

DRUG TAKE BACK PROGRAM
DRUG TAKE BACK PROGRAM

1. MISSION
The Drug Take Back Program is designed to provide collection stations for medications that are no longer needed. The program is designed to reduce potential abuse of such drugs and improve community safety. Items collected will be destroyed by way of incineration.

2. FACILITIES
1. Authorized locations will be utilized as collection points for this program. Agencies wishing to participate in the Drug Take Back Program (such as a Sheriff’s Office precinct or a Police Department) shall contact the SRDTF for approval of a potential collection site.  
2. If approved, the drug collection box will be placed in a controlled or restricted area under the control of law enforcement staff. Staff members shall be diligent in controlling access to the collection box by non-approved parties.
3. The drug collection box will be provided to approved locations free of charge.
   a. The drug collection box is a metal container that has two external locks, and a deposit slot for placing the surrendered medications inside. Cardboard boxes that are specially designed to fit in the collection box shall be placed inside the collection box to ease with inventory and disposal.
4. Information regarding eligible and ineligible products, staff procedures, and resource guides for citizens, will be available at approved facilities.

3. TRAINING / EQUIPMENT / SUPPLIES
1. All staff members participating in the program will be familiar with the standard operating procedure of the Drug Take Back Program.
2. All drug collection boxes and associated supplies shall be provided by the SRDTF. Equipment and supplies remain the property of the SRDTF.

4. PROTOCOLS
1. Staff members shall assess the item presented and ensure that it is approved for the Drug Take Back Program.
2. If the citizen presents items that are eligible for disposal, the staff member will:
   a. Hand the citizen one of the self-sealing plastic bags that are provided for this purpose and a black permanent marker, for labeled prescription bottles.
   b. Encouraged the person to mark over their name and other sensitive information that may be present on the bottles.
   c. Direct the citizen to place the entire bottle(s), unopened, into the bag and seal it.
   d. Direct the person to carry their plastic bag(s) to the collection box and watch the citizen place their plastic bag(s) inside the collection box through the deposit slot.
   e. Staff members should not touch any of the items brought in for disposal.
3. If a citizen brings in more bottles than can fit into one plastic bag, additional bags may be provided. All plastic bags must be sealed before being placed it into the
collection box.

4. If a citizen brings in a bottle too large for the Collection Box:
   a. Provide plastic bags in the amount necessary to secure the content of the bottle.
   b. Recommend they return with just the medication in the plastic bags.
   c. Inform the citizen that policy dictates that transferring the content of the bottle(s) must occur in a location other than the lobby (such as at home).
   d. The discarded bottle can be disposed of through regular recycle or refuse programs.
   e. Instruct them to return with the pills/contents in the provided plastic bag, at which time they will be suitable for placement into the collection box.

5. If a citizen is presenting item(s) that are ineligible for disposal, the staff member shall reject the items and provide hand-outs, directing them to other resources for the safe disposal of their item.

6. Staff members at each agency location are responsible for monitoring the equipment and supply needs for the program. Notify the SRDTF program representative when:
   a. Supplies are starting to run low (information hand-outs or the self-sealing plastic bags)
   b. The collection box is ¾ full (the capacity of the contents in the Collection Box can be viewed by looking through the transparent window).

7. Agency staff members who are trained in the Drug Take Back Program shall be provided with a key to the collection box.
   a. The key will open with one of the two locks on the box, but does not give full access to the contents of the collection box.
   b. The key shall be placed in a secure location at the facility, which is known to agency staff members, and NOT known to SRDTF unit members.
   c. A two key system shall be utilized on drug disposition pick-up days.

5. BOX SET-UP AND FINAL DRUG DISPOSITION

1. An approved, pre-labeled cardboard box shall be pre-seated inside the collection box by an SRDTF staff member prior to any medication deposit.

2. The SRDTF will provide an inventory form (copy), which corresponds to the cardboard box.
   a. Section #1 of the form shall be pre-populated.
   b. The copy shall be retained by agency staff at the facility (it can be placed inside the collection box, but outside of the cardboard box, or any other secure location at the facility).
   c. SRDTF will keep the original inventory form that correlates with that specific box.

3. The participating agency staff member shall advise the SRDTF when the collection box is approximately ¾ full. At this time, a member of the SRDTF will prepare the replacement cardboard box.
   a. The preparation will include pre-labeling the new box for inventory purposes, taping the bottom seams of the box, and creating a new inventory form with
the matching tracking number for the new cardboard box.

b. Members of the SRDTF will replace boxes during regular business hours.

4. The agency staff member and SRDTF member **shall both be present** when the collection box is unlocked and cardboard boxes exchanged using the two key system. The following protocol shall be followed for removal and replacement of the collection box contents:
   a. The cardboard box that is filled with medication will be removed from the metal collection box and then taped closed on the top seam. Both the agency staff member and the SRDTF member will sign their name on the taped seals on the top and bottom of the filled box.
   b. The SRDTF member shall update the original inventory form, noting the date and time (etc.) they sealed the box, then the agency staff member will update the same form, noting the date and time they sealed the box. The agency will be given a copy of the updated inventory, with sections #1 & 2 completed.
   c. The SRDTF member will then place the new pre-labeled replacement cardboard box into the collection box, as well as a copy of the accompanying inventory form for the new box (unless stored elsewhere at the facility).
   d. Both locks will be placed back on the exterior of the collection box.
   e. The facility may retain the updated inventory form for the filled cardboard box that the SRDTF removed, if desired, for their records.
   f. The filled cardboard box will then be transported by an SRDTF member to the SCSO Evidence Unit, and placed into evidence by way of standard evidence booking protocols. The SRDTF member shall note the date/time of the delivery to the Evidence facility on the Inventory form, in section #3.
   g. The original inventory form shall remain with the box and the SRDTF member will keep a copy for SRDTF records.

5. The SCSO Evidence Control Officer receiving the box and the accompanying original inventory form shall:
   a. Receive the box and log it in (date/time received),
   b. Verify the taped seals have not been tampered with,
   c. Weigh the entire box and contents,
   d. Record the weight on the inventory form (this will complete section #4).

6. The cardboard box will then be placed in the SCSO Evidence Facility drug vault for storage until disposed of by incineration, per SCSO Evidence Control Operational Policy Procedures (Section 52, Drug Disposal Policy) and Washington State law, at an EPA approved destruction facility.

7. Once the cardboard box has been disposed of, the original inventory form will be updated with the verified weight on the day of disposal and the date of destruction, (completes section, #5). Copies of the completed Inventory forms shall be sent to the SRDTF, for their program records.

8. Each cardboard box disposed of under this program shall be additionally tracked at the SCSO Evidence Facility through the Declaration of Destruction form (which records each box by its pre-labeled number), as well as on an Affidavit of Destruction (which is a sworn document signed by each person that witnessed the physical destruction of each box by incineration).

9. The Declaration, Affidavit, and original inventory shall be retained by the SCSO
Evidence Unit for a period of six years.

10. In the event a seal on a box appears to have been tampered with, or obvious weight variances occur in any box placed in the drug vault for the program, the SRDTF Commander and a member of SCSO Internal Affairs will be contacted for a review and/or audit.
Reserve Program (150_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

RESERVE DEPUTY PROGRAM
1. RESERVE DEPUTY SHERIFF UNIT

1.1 PURPOSE

The Snohomish County’s Reserve Deputy Sheriff Unit was established as a service organization to aid and supplement the Sheriff’s Office. The unit may be used to provide support for the Sheriff’s Office in various aspects of service where a specific need arises and/or to provide ongoing support for Sheriff's Office operations as needed. At no time shall Reserve Deputies be used by the Sheriff's Office to supplant its regular force.

1.2 KNOWLEDGE / COMPLIANCE OF POLICY / PROCEDURES

It shall be the duty of every member of the Reserve Unit to become knowledgeable with all appropriate provisions of this SOP and the Sheriff's Office Policy and Procedures manual within thirty days of issuance. Each Reserve member will be responsible for compliance with all applicable Sheriff's Office Policy and Procedures.

1.3 DEFINITIONS

1. The term **Candidate** shall apply to an eligible citizen whose application is being processed.

2. **Reserve Recruit** is a classification where the candidate has been found to be acceptable for inclusion into the Reserve Unit, has successfully completed all of the selection requirements and examinations, and is awaiting, or attending, the initial training academy. Recruits are not commissioned. Recruits are not authorized to carry Sheriff's Office Identification and/or badges. Recruits are not permitted to wear Sheriff's Office uniforms or other insignia that may identify one as a member of the Sheriff's Office or the Reserve Unit, unless directed by the Special Operations Division Commander or designee. Recruits are usually not authorized to participate in any law enforcement function, other than training, unless directed by the Special Operations Division Commander or designee.

3. **Reserve Trainee** is a classification where the candidate has been found to be acceptable for inclusion into the Reserve Unit, has successfully completed all of the selection requirements and examinations, has completed the initial training academy and is undergoing field training. This is the entry level for the lateral entry candidates. Trainees are commissioned. Trainees are authorized to carry Sheriff's Office Identification and/or badges. Trainees are permitted to wear Sheriff's Office uniforms or other insignia that may identify one as a member of the Sheriff's Office or the Reserve Unit. Trainees are restricted in their participation in law enforcement functions. Generally, they are considered to be in a field training status, and are thus restricted from operating in a "solo" mode, unless directed by the Special Operations Division Commander or designee.

4. The terms Reservist, Reserve Member, and Reserve Deputy refer to commissioned members of the Snohomish County Reserve Deputy Sheriff’s Unit.

5. The terms Regular, Sheriff’s Office Commander(s) and Shift Supervisor(s) refer to the full time commissioned staff within the Snohomish County Sheriff's Office.

6. All titles and job descriptions within the Reserve Unit are administrative only, and do not constitute official department rank. All members of the Reserve Unit are
regarded to be in the rank of Reserve Deputy Sheriff only. Reserve Deputy Sheriffs are subordinate to all Regular Deputy Sheriffs.

7. Days refer to calendar days.

8. Reserve Staff is comprised of the Field Operations Bureau Chief, the Special Operations Division Commander, the Reserve Coordinator, the Reserve Advisor(s) and the Reserve Director.

2 ORGANIZATION

2.1 CHAIN OF COMMAND

The Snohomish County Deputy Sheriff’s Reserve Unit will function under the authority of the Sheriff and through the Field Operations Bureau Chief, to the Special Operations Division Commander. The Reserve Unit will adhere to the Special Operations Division's chain of command. Members of the Reserve Unit shall be subject to all applicable Sheriff's Office Policy and Procedure.

2.2 COMMAND STRUCTURE / RESPONSIBILITIES

1. BUREAU CHIEF RESPONSIBILITIES

   The Bureau Chief of Field Operations shall have overall command authority and responsibility for the operation of the Reserve Unit. The Bureau Chief of Field Operations is responsible for the selection of the Reserve Director.

2. SPECIAL OPERATIONS COMMANDER RESPONSIBILITIES

   The Special Operations Commander shall oversee the operations and administration of the Reserve Unit. The Special Operations Commander shall appoint a Reserve Coordinator to assist with administrative duties. In addition, the Special Operations Commander may select Reserve Advisor(s) to assist with administrative duties. The Reserve Staff may also select Section Leaders to further assist with administrative duties within the unit. The Unit will have an authorized maximum strength as designed in Sheriff's Office Policy and Procedures Manual and applicable union contracts.

   The Special Operations Commander shall:

   a. Direct the overall operations and administration of the Reserve Unit
   b. Coordinate the activities of the Reserve Unit with all Divisions, operations, and functions of the Sheriff's Office.
   c. Submit a quarterly report to the Field Operations Bureau Chief, which includes a schedule of hours worked/training from the preceding quarter, and any other significant information or occurrence.
   d. Ensure all personnel files are maintained in the same fashion as those of the regular deputies.

3. RESERVE COORDINATOR

   The Reserve Coordinator shall assist the Special Operations Commander with duties relating to the administration of the Reserve Unit, and shall hold the rank of Sergeant.
The Reserve Coordinator shall:

a. Maintain records of work hours and training hours for each Reserve Deputy Sheriff, and make periodic reports of these hours to the Special Operations Commander. All training records shall be forwarded to the Training Officer to be maintained with regular Snohomish County Sheriff’s Office training records.

b. Coordinate reserve details and special activities.

c. Make recommendations for recruitment and academy training.

d. Make recommendations for in-service training.

e. Assist the Special Operations Commander with equipment purchases, repairs, maintenance, and service.

f. Prepare schedules.

g. Report on problems and issues that may affect the Reserve Unit to the Special Operations Commander.

4. RESERVE ADVISOR(S)

   The Reserve Advisor(s) shall assist the Reserve Coordinator and Special Operations Commander as directed. Duties of this position may include those assigned to the Reserve Coordinator. In addition, the Reserve Advisor(s) shall act as the 1st level liaison(s) between the Reserve Unit and full time staff. The Reserve Advisor(s) shall hold the rank of Deputy Sheriff.

5. RESERVE DIRECTOR

   The Reserve Director shall be a Reserve Deputy Sheriff selected by the Chief, Field Operations Bureau to assist in the administration of the Reserve Unit. The Reserve Director shall report to the Reserve Coordinator.

6. SECTION LEADERS

   The Section Leaders function as the principal link between the membership of the Reserve and the Reserve Staff. This position is selected by the Reserve Staff after review of interested members.

   The Section Leader shall:

a. Maintain constant communication with the members of the Section and the Reserve Staff.

b. Ensure all members are informed of special work requests.

c. Implement work/training schedules.

d. Inform Reserve Staff of any additions, cancellations, or modifications to work/training schedules.

e. Update Reserve Staff on changes in employment status, addresses, and telephone numbers of members within his/her section.

f. Remain alert to any problems that may affect the members within a section, either individually or as a group. Whenever such situations may adversely
affect performance of official duties, the Section Leader shall immediately advise a member of the Reserve Staff.

g. A Quartermaster Section Leader may be appointed to ensure that equipment inventories are updated and properly maintained, as well as all appropriate records.

h. A Training Section Leader may be appointed to coordinate Reserve Training requirements and to ensure that proper documentation is maintained.

7. RESERVE DEPUTY
The Reserve Deputy/Reserve Deputy Trainee/Reserve Deputy Recruit shall:

a. Fulfill all obligations required in Sheriff's Office Policy and Procedures.

b. Satisfactorily complete all assigned tasks and requirement.

2.3 ASSIGNMENTS

1. NORMAL OPERATIONS

a. This will be regularly scheduled activities designed to assist the Bureau of Field Operations, primarily the Patrol Division, but may include other activities as assigned by the Field Operations Bureau Chief, or Special Operations Division Commander.

b. With the understanding that the Reserve Unit is a voluntary unit and that members have other time obligations, the Special Operations Commander shall consult with its members to determine a specific number of members able to commit to specific work periods. This shall include the work time required by each member as stated in this policy.

c. This information shall be provided to the Field Operations Bureau Chief who shall then work within the available reserve manpower, and determine Patrol Division needs.

d. Once assigned to a Precinct, Reserve Deputies shall fall under the Precinct chain of command for Patrol-related assignments. The Precinct staff shall consider the unique needs of the assigned voluntary member and be as flexible as is reasonably possible to meet those needs.

2. DETAILS / SPECIAL ACTIVITIES

a. Reserves may not work paid details other than as provided in section 12.3 of the current Labor Agreement between the Snohomish County Deputy Sheriff's Association and Snohomish County.

b. Reserve details and special activities shall be coordinated through the Special Operations Commander. The Special Operations Commander shall ensure that current callout lists and procedures exist to facilitate these activities.

3. ASSIGNMENT FULFILLMENT

a. When members of the Reserve Unit have submitted their names for an assignment, they are expected to fulfill that assignment.
b. In all cases where a Reserve member has requested, agreed to, or committed to an assignment, and is unable to fill that assignment or make sure it is covered, the Reserve member will be required to immediately contact the supervisor of that assignment.

c. Reserve members who are habitually absent or late in reporting for duty will be considered in dereliction of duty and subject to disciplinary action, up to, and including, termination.

3 PERSONNEL

3.1 ELIGIBILITY FOR NEW PERSONNEL

Membership in the Reserve program is open to all residents of Washington State who are at least 21 years old. Application will be made according to procedures and tests to be established periodically by the Sheriff. Applicants shall undergo a thorough investigation, which may include:

1. background check
2. polygraph examination
3. psychological screening
4. physical and agility testing
5. fingerprint check
6. drug screen

No person will be commissioned into the Reserve Unit until completion of a Basic Reserve Recruit Training Course as required by the Sheriff, and in compliance with standards set forth by the Washington State Criminal Justice Training Commission.

3.2 LATERAL ENTRY RESERVES

The Sheriff may elect to hire qualified Lateral Entry Reserves who meet standards as outlined in the previous section of this SOP.

3.3 CONTINUING ELIGIBILITY FOR ALL PERSONNEL

1. MINIMUM SERVICE

   All Reserve members must work a minimum of two work periods per month. Each work period must be at least 4 hours. Reserves are free to exceed the minimum requirements. In addition to the above minimum hour requirement, all members are required to attend the monthly business/training meeting unless excused by one of the Reserve Staff. The Reserve Staff can make exceptions to the minimum service requirements. Failure to meet minimum service requirements can result in disciplinary action up to, and including, termination.

2. FIREARM QUALIFICATIONS

   All Reserves must maintain firearm proficiency and must qualify with firearms according to Sheriff's Office standards for deputies.
Reserve members may qualify during the sessions scheduled for regular Deputy Sheriffs with prior coordination through the firearm instructors, or Training Office.

If any Reserve member fails to meet firearms qualifications as set in Sheriff's Office policy, administrative duties may be assigned at the discretion of the Special Operations Division Commander until qualifications are met.

3. EXCUSED ABSENCES

Personal considerations and employment requirements may from time to time prevent a Reserve member from meeting his/her obligation. For this reason the Special Operations Division Commander, or designee, may authorize a leave of absence upon written request from a member.

When a leave of absence has been granted, for any period exceeding 60 days, all Sheriff's Office equipment, badge(s) and Commission Card will be turned in to the Special Operations Division Commander, or designee.

The Field Operations Bureau Chief must approve all leaves of absence exceeding 90 days. The Sheriff must approve any leaves exceeding 180 days. Any person on leave for more than 2 years must complete a Basic Reserve Recruit Training Course that is in compliance with standards set forth by the Washington State Criminal Justice Training Commission, before full reinstatement.

4. PERSONAL CONDUCT

All Reserve members are expected to observe exemplary conduct, both on and off duty as described in the Sheriff’s Office Policy and Procedures Manual. Violations of policy shall be reported to the Special Operations Division Commander.

5. COMPLAINTS AND GRIEVANCES

Any Reserve member believing they have a justified complaint or grievance that cannot or should not be handled through normal channels may bring it directly to the attention of the Special Operations Division Commander, or designee.

3.4 TERMINATION

1. VOLUNTARY

Reserve Members may resign at any time. Such resignations must be in letterform, addressed to the Sheriff, and submitted through the Special Operations Division Commander. The resigning member is responsible to return all county owned/issued property within seven days to the Special Operations Division Commander or designee.

2. INVOLUNTARY

The Sheriff may terminate a Reserve Member at any time. Should the member feel unjustly terminated an appeal may be made. Any appeals shall be routed to the Sheriff through the Special Operations Division Commander,
within ten days. Any member terminated has a maximum of seven days to turn all County owned/issued property to the Special Operations Division Commander or designee.

3. AUTHORITY
When supervised by a full-time commissioned staff, members of the Reserve Unit have the same authority when on duty as any other Snohomish County Sheriff's Deputy. While off duty, Reserves shall not become involved in any enforcement activities unless the situation is of a life threatening nature, but rather, are encouraged to observe and report their observations to the appropriate police agency.

4  UNIFORMS AND EQUIPMENT

4.1 UNIFORMS / EQUIPMENT
Uniforms and firearms shall be worn as described in the Sheriff's Office Policy and Procedures Manual.

Required items not provided by the Sheriff shall be provided by the member at no expense to the Sheriff's Office. Uniforms and equipment provided by the member damaged in the line of duty may be repaired or replaced at Sheriff's Office expense according to established procedures. "Damage" does not include normal wear and tear.

4.2 CARE OF EQUIPMENT
Reserve members will be responsible for the proper maintenance and care of equipment issued to them. No modifications of the issued equipment will be permitted. All repairs or modifications to firearms, including personally owned if being utilized for Reserve duty, will only be done by an authorized Sheriff’s Office firearm technician.

4.3 EQUIPMENT TURN-IN
1. UNSERVICEABLE EQUIPMENT
Items provided to the member by the Sheriff's Office shall be turned into the Section Leader for replacement and/or repair. Damaged, lost, stolen equipment must be reported according to standard procedures regarding damaged, lost, stolen property, as outlined above.
2. **UPON TERMINATION**

All items of issued equipment shall be turned in per the Sheriff’s Office Policy and Procedure Manual within seven days of termination. The departing member will be required to reimburse the Sheriff’s Office for missing or damaged equipment beyond limits of normal wear and tear.

5 **TRAINING**

5.1 **TRAINING RECORDS**

The Reserve Staff shall coordinate all reserve training with the Training Officer. All reserve training records shall be forwarded to the Training Officer and processed in the same manner as other Office training.

Whenever possible, training shall occur in conjunction with Precinct or other field related training. Where scheduling does not permit, the Reserve Staff shall attempt to fill all deficient training areas during the monthly reserve training meeting.

5.2 **FIELD TRAINING**

Reserve Deputies shall complete a Field Training Program as specified below. This program shall be similar to that required by full time deputies, but shall not extend beyond a period of twelve months for completion. Only upon the completion of this program shall a member be certified to work an assignment independent of a full time deputy.

Reserve Deputies will be assigned to the Field Training Program in the following manner.

1. His/her name will be given to the Human Resources Division Commander who will assign him/her to a Field Training Sergeant. This sergeant will then be responsible to assign a Field Training Officer (FTO) to monitor the reserve deputy’s progress in the program.

2. While in the program, the instructional part of the Reserve Deputy Field Training Program Trainee Guide and Checksheets may be signed off by a Field Training Officer, any Sergeant, Master Patrol Deputy, or senior deputy approved by the Field Training Sergeant.

3. While in the program, the practical part of the Reserve Deputy Field Training Program Trainee Guide and Checksheets may be signed off by a Master Patrol Deputy, Field Training Officer, or Field Training Sergeant.

4. To move from one phase to the next in the program that part of the Reserve Deputy Field Training Program Trainee Guide and Checksheets must be signed by a Field Training Officer, or the Field Training Sergeant.

5. When the program is completed, the signed Reserve Deputy Field Training Program Trainee Guide and Checksheets will be forwarded to the Human Resources Division Commander to be placed in the Reserve Deputy’s personnel file.
5.3 CLASSIFICATIONS

Reserve Deputies shall be classified to three categories:

1. **RECRUIT**
   See Section 1.3.

2. **TRAINEE**
   See Section 1.3.

3. **CERTIFIED**
   Reserve Deputies who have completed the Field Training Program. Certified members may be assigned to duties independent of a full time Deputy.
   a) Certified Reserves may ride alone, or may ride with another Reserve or full time Deputy, subject to conditions outlined in the County's current Labor Agreement with the SCDSA.
   b) Certified Reserves may work an area to cover for a full time Deputy while that Deputy is assigned to special duty, subject to conditions outlined in the County's current Labor Agreement with the SCDSA.
   c) Certified Reserves may work as a Provisional Deputy Sheriff.
   d) Certified Reserves may work all other assignments as directed by the Sheriff.

5.4 TRAINING BULLETINS AND OTHER DIRECTIVES

Each Reserve Member is responsible for knowing and understanding all Training Bulletins, and other information that is presented or posted.

5.5 SCDSA CONTRACT NOTE

If conflicts arise between the language of this SOP and the current Labor Agreement between the Snohomish County Deputy Sheriff's Association and the County, the language of the current Labor Agreement will be followed. It is the responsibility of the involved parties to insure that the Special Operations Division Commander is advised of the language conflict as soon as practical.
Crime Analysis Unit (153_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

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CRIME ANALYSIS UNIT

1. MISSION AND PHILOSOPHY

   Information is vital to the operation of modern law enforcement agencies. Any law enforcement function, whether it be patrol, traffic enforcement, crime prevention, or criminal investigations, must rely on accurate information regarding criminal conduct and its perpetrators.

   The mission of the Crime Analysis Unit of the Snohomish County Sheriff’s Office is to gather information and intelligence regarding criminal conduct and offenders, collate and disseminate department crime and data statistics, review and analyze such information, and make such information available on a need to know and right to know basis in order to promote public safety.

   It is essential that this mission be accomplished in a manner that complies with all applicable laws, statutes, and ordinances. It must be mindful of the constitutional rights of all individuals and respectful of the confidential nature of criminal history and criminal investigations information.

2. GENERAL FUNCTION

   Crime Analysis consists of the collection and analysis of information for numerous purposes. The Crime Analysis Unit should provide timely and pertinent information relative to crime patterns, and provide trend correlations to assist operational and administrative personnel in planning for the deployment of department resources. The Unit will facilitate in the prevention and suppression of criminal activities, aiding the investigative process, and increasing apprehensions and clearance of cases. This may include documentation of the temporal and geographic distribution of selected crimes.

   All operational units of the Snohomish County Sheriff’s Office engage in some form of information gathering. The policies and procedures presented here apply to the formal aspects of crime and information analysis as carried out by the Crime Analysis Unit of the Snohomish County Sheriff’s Office.

2.1 GENERAL POLICY

   It is the policy of the Crime Analysis Unit to actively collect and analyze information for purposes of prevention and investigation of crime and to do so within applicable legal guidelines.
3. INFORMATION

The Crime Analysis Unit function involves the collection, organization, analysis, and dissemination of information relating to crime and criminal offenders. In carrying out the crime analysis function, the Crime Analysis Unit shall comply with R.C.W. 10.97 as well as the following guidelines.

3.1 INFORMATION: REVIEW

Information may be collected by any member of the Snohomish County Sheriff’s Office for processing by the Crime Analysis Unit. Information collected shall not be considered “intelligence.” If the information, once formally reviewed and evaluated, is found to meet the criteria of “intelligence” information, it shall be handled according to the “intelligence” guidelines set forth in the Crime Analysis standard operating procedures, starting with section 4.0.

3.2 INFORMATION: FOCUS

Information shall not be collected for analysis purposes on persons merely on the basis of their support for particular causes, race, ethnicity, religion, or political affiliation. Information shall focus on that which involves issues of officer safety, crime trends, attempts to identify or locate persons, property or evidence, field interview reports of interest, or any information determined likely to assist some area of the criminal justice system.

3.3 INFORMATION: DISSEMINATION

Crime analysis information may be sensitive in nature. Therefore, the Crime Analysis Unit shall take necessary precautions to ensure that sensitive information is only released to those that have a need to know and right to know.

Crime analysis information will be included in crime analysis bulletins. A bulletin may be produced and distributed on an as needed basis. However, crime analysis information is most useful when received in a timely manner, and therefore it is expected that these bulletins will be produced on a “regular” basis.

Crime analysis information will be provided to the Sheriff, command staff, and the Planning and Research Unit as requested to assist in developing office tactics, strategies, and long range planning.

Crime analysis information will be distributed to Snohomish County Sheriff’s Office personnel and other criminal justice agencies as necessary. Crime analysis information may also be released to the media as necessary. When releasing information to the media, all procedures outlined in the Snohomish County Sheriff’s Office Policy and Procedure Manual Chapter 15 shall be followed.
4. INTELLIGENCE GATHERING GUIDELINES

4.1 INTELLIGENCE DEFINITION AND FUNCTION

Intelligence consists of information processed and applied for purposes of crime prevention and criminal investigation.

The intelligence function involves the collection, organization, evaluation, analysis, and dissemination of information relating to crime and criminal offenders.

4.2 PROCESSING OF INCOMING INFORMATION

Intelligence information coming to the attention of the Crime Analysis Unit will be reviewed and analyzed. Based on the outcome of review and analysis, an investigation may be initiated. Intelligence information, which upon review, does not require immediate investigation or is insufficient, may be stored for future use.

Review and analysis of intelligence information will involve:

1. An evaluation of whether the information is related to criminal conduct and therefore pertinent to the Unit’s mission.

2. An evaluation of the reliability of the source of the information (if known) and the validity of the content of the information. The credibility and value of the information will be noted as based on this evaluation.

Intelligence information which does not fit the criteria for inclusion will be returned to the sender, discarded or destroyed.

4.3 CRITERIA FOR STORING INFORMATION

Intelligence information that has been reviewed and analyzed shall be stored in a secure manner in the Crime Analysis Unit office or securely stored in another area as designated by the Commander of the Organizational Development Division.

Access to files stored in this manner will be in accordance with the criteria set forth below.

Only verifiable crime-related information of interest to operational units of the Snohomish County Sheriff’s Office or other international, federal, state, or local law enforcement agencies will be retained.

Unless directly related to an intelligence file, no general information or other information considered to be in the public domain will normally be stored.

Files of the Crime Analysis Unit will be maintained according to a system related to an incident case number and/or to a specific criminal activity.

4.4 RETENTION OF STORED INTELLIGENCE INFORMATION

Files of the Crime Analysis Unit shall be reviewed for relevance and possible purging. This will take place on an annual basis. Unless clear, documented reasons exist to justify retention, all files will be purged after three years. All material found to be inaccurate or irrelevant will be purged and eliminated when identified as such. Records of files destroyed by the unit will be maintained and released in accordance
with state law. All destruction of records must be approved by the Organizational Development Division Commander.

5. SECURITY AND CONFIDENTIALITY

Intelligence files of the Crime Analysis Unit shall be kept in a locked cabinet and/or a locked room. Access to these files shall be limited to members of the Crime Analysis Unit, the Organizational Development Division Commander, the Sheriff and/or the Sheriff’s designee.

6. DISSEMINATION OF INTELLIGENCE INFORMATION

6.1 PURPOSE OF INTELLIGENCE DISSEMINATION

The primary purpose of dissemination is to provide a report or outline to command staff, investigative units, patrol, or other law enforcement agencies. The decision to disseminate intelligence information will be determined by the purpose for the request, the need to know, and the right to know. The Crime Analysis Unit must ensure that no conflict of interest regarding the intelligence information is involved.

6.2 RESTRICTIONS ON INTELLIGENCE DISSEMINATION

Information in the intelligence files of the Crime Analysis Unit will only be provided to law enforcement personnel and authorities that agree to follow the security procedures and guidelines for protection of such information.

6.3 DISSEMINATION AND SECURITY CLASSIFICATIONS

Information in the intelligence files of the Crime Analysis Unit shall be released in compliance with the guidelines of the material’s security classification. Dissemination of intelligence information will be restricted to individuals having the need to know, the right to know, and having no conflict of interest.

A log will be maintained regarding intelligence materials disseminated.

6.4 INTELLIGENCE INFORMATION PROVIDED BY OUTSIDE AGENCIES

Information in the intelligence files of the Crime Analysis Unit which was obtained from other agencies will not be released without the permission of the originating agency. Requests for the release of such information by outside agencies will be referred to the agency which originated the information.

7. REVIEW / RE-EVALUATION OF INTELLIGENCE INFORMATION

Individual intelligence files will be periodically reviewed and re-evaluated annually or more frequently if deemed necessary. The purpose for review and re-evaluation is to determine the continued validity, value, and status of information maintained in the files.
In the context of review and re-evaluation, files will be classified into one of the following categories:

1. **Active** - a classification for intelligence files containing information which is currently being investigated.

2. **Inactive** - a classification for intelligence files containing information which either requires no immediate follow-up, for which no leads exist for current follow-up, and therefore is pending or closed.

3. **Hold** - a classification for intelligence files containing information which is kept for reference, for its relationship to another case or for reopening in the future.

4. **Purge** - a classification for specific intelligence information within a file or for an entire file which is no longer considered accurate or valid, relevant, or useful.
Investigations Division Manual (175_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

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INVESTIGATION DIVISION MANUAL

1. PURPOSE

1. This Standard Operating Procedure is provided as a guideline for personnel assigned to the Investigations Division to conduct their duties. This document does not specifically address each and every incident, and there remains a need for flexibility based on individual assignments and incidents.

2. This document shall not supersede the Sheriff’s Office Policy and Procedures Manual or any applicable labor agreement language.

2. RESPONSIBILITIES

The Investigations Division is responsible for the investigation of crimes, identification and apprehension of criminals, recovery of property, identification and preservation of evidence, and assisting in the preparation of cases for court.

3. COMMAND

1. The Investigations Division commander shall be assigned by the Field Operations Bureau Chief.

2. The Investigations Division commander shall hold the civil service rank of Lieutenant or higher.

4. STRUCTURE

The Investigations Division is divided into three main units: Major Crimes Unit; Special Investigations Unit; and General Investigations Unit. The Investigations Division is also responsible for oversight of the Snohomish county Auto Theft Task Force.

4.1. MAJOR CRIMES UNIT

The Major Crimes Unit is responsible for the investigation of felony crimes against persons. Cases investigated by this unit includes, but is not limited to:

1. Accidental and questionable deaths

2. Suicides (if questionable)

3. Homicides
4. Found (suspected) human remains
5. Solicitation / conspiracy to commit murder
6. Missing persons (Adult)
7. Felony assaults and crimes involving serious injuries
8. Felony Domestic Violence cases
9. Robberies
10. Stalking
11. Felony Harassment
   a. Includes malicious harassment (hate crimes)
12. Bombings
13. Gang-related crimes (drive-by shootings)
14. Kidnapping / unlawful imprisonment (adult victims)
15. Deaths inside county jail facilities

4.2. SPECIAL INVESTIGATIONS UNIT

The Special Investigations Unit is responsible for the investigation of felony crimes against persons of special circumstances. Cases investigated by this unit includes, but is not limited to:

1. Child sexual abuse
2. CPS referrals
3. Assaults against juveniles
4. Adult sex crimes
5. Juvenile sex crimes
6. Custodial interference
7. Computer-related sex crimes
8. Internet Crimes Against Children
9. Kidnapping / Unlawful imprisonment (juvenile victims)
10. Child Pornography
11. Missing persons (Juvenile)

4.3. GENERAL INVESTIGATIONS UNIT
General Investigations Unit includes: Information Reporting & Referral (IR&R) Unit; Judicial Services Unit; Computer Forensics Unit; Registered Sex Offender Unit and Video Forensics. The General Investigations Unit is responsible for the investigation of any criminal activities in the following areas:

1. Computer forensic work; computer-related criminal investigations
2. Sex offender registration, tracking, and violation investigations
3. IR&R Desk Duty
4. Special Services Unit; service of various writs and warrant service.

4.4. INFORMATION, REPORTING & REFERRAL (IR&R)

The Information Reporting & Referral (IR&R) Unit may be staffed by full duty and/or light duty personnel. The IR&R Unit is supervised by the General Investigations Unit Sergeant. Responsibilities of the IR&R Unit includes, but is not limited to:

1. Assisting Patrol Division by handling dispatched complaints by telephone
2. Handling walk-in complaints at the main office, courthouse building
3. Registering sex offenders at the main office, courthouse building
4. Other duties as assigned by the General Investigations Unit Sergeant

4.5. SPECIAL SERVICES UNIT

The Special Services Unit (JSU’s) shall be comprised of full commission employees. The Judicial Services Unit is supervised by the General Investigations Unit Sergeant. Responsibilities of the Judicial Service Deputies includes, but is not limited to:

1. Processing and serving civil process directed to the Sheriff’s Office for action (orders awarding possession; writs of replevin; writs of restitution; writs of habeas corpus; writs of attachment; civil bench (arrest) warrants)
2. Processing and serving any other civil process brought to the Sheriff’s Office for service (summons and complaints; civil subpoenas; restraining orders; domestic violence orders; no contact orders; anti-harassment orders; small claims summons; jury summons)
3. Daily coordination and/or transport of prisoners as needed
4. Processing and serving criminal summons and subpoenas
5. Processing and serving felony arrest warrants
6. Processing and serving misdemeanor warrants arising from state RCW and Snohomish County code violations
7. Processing and serving out-of-state warrants directed to the Sheriff’s Office for service

5. PERSONNEL RULES & REGULATIONS

1. Personnel assigned to the Investigations Division shall conduct themselves in a professional manner at all times. All personnel shall adhere to the standards of conduct set forth in the Sheriff’s Office Policy and Procedures Manual, Section 7.00/000.00

2. Personnel assigned to the Investigations Division shall work either an eight-hour, nine-hour or ten-hour schedule, as directed by the Division Commander.

3. Personnel assigned to the Investigations Division shall present a neat, professional appearance at all times, including training. The following dress code shall be adhered to by Investigations Division personnel:
   
a. Generally, detectives and supervisors are to be dressed in business attire or approved alternative. Business attire is defined as a sport jacket, button down shirt, slacks and dress shoes.
   
b. An alternative to business attire will be polo shirts and Dockers style or Tactical 5.11 pants. Unit supervisors are encouraged to have their personnel dress uniformly.
   
c. Commissioned personnel will not participate in “dress down Friday.”
   
d. Unit supervisors may make exceptions when appropriate to task or work assigned. At all times they should be recognized by the public as Sheriff’s Office professionals.
   
e. Apparel that advertises alcohol establishments, alcohol, or are sexual in nature shall be prohibited.
   
f. Many of our victims or victim families are dealing with a monumental crisis. Detectives are expected to meet with victims or victim’s families for interviews while dressed in business attire.
   
g. During all courtroom appearances, male personnel shall wear a suit and tie or a dress shirt, slacks, tie, and a dress coat or Office uniform. Female personnel shall wear appropriate professional attire as described above or Office uniform.
4. Personnel assigned to the Investigations Division are subject to call outs. Personnel will be required to carry a pager or cell phone unless they are on pre-approved leave. Call out of a specific detective for specific investigations shall be at the discretion of the unit supervisor. It is encouraged that personnel assigned to the Investigations Division have a flexible personal and professional schedule. All call outs shall be screened through the unit supervisor.

5. All overtime requests must be pre-approved by a unit supervisor.

6. All requests for pre-scheduled vacation shall be submitted to the unit supervisor no later than January 31st. Vacation and other accrued leave requests made throughout the year shall be forwarded to the unit supervisor for review. Approval of these leave requests shall be dependent on staffing levels within the unit. As a general rule, no more than two personnel per unit shall be allowed off during any period of time (in weekly increments). Unit supervisors shall submit their vacation and leave requests to the Division Commander for review and approval. As a general rule, no more than two supervisors shall be allowed off during any period of time (in weekly increments). Annual vacations are assigned based on Office seniority not seniority in the unit.

7. A unit supervisor shall arrange for their personnel to be supervised by an acting supervisor within the unit. The acting supervisor shall have documented training utilizing the Detective Sergeant Training check sheet.

8. Detectives working in the field shall have a bullet proof vest and identifying Sheriff’s Office jacket in an accessible location. Detectives responding to in-progress criminal events shall wear their bullet proof vests and identifying clothing.

9. Per Policy and Procedures Manual, section 9.01/400.10 (4), unmarked detective vehicles shall not become engaged in pursuit operations. The detective may follow the vehicle until a marked patrol unit arrives to conduct the pursuit.

6. PERSONNEL ASSIGNMENTS & TRANSFERS

1. Personnel assignments to the Investigations Division shall be made by the Division Commander, with approval of the Field Operations Bureau Chief.

2. Eligibility lists for assignment to the Investigations Division (Major Crimes, Special Investigations, and General Investigations Unit) shall be
maintained by each unit supervisor. The selection process to establish eligibility lists shall be in accordance with the Sheriff’s Office Policy and Procedures Manual, as well as any current labor agreement language.

3. Personnel assignments to the Information Reporting & Referral (IR&R) Unit may be made by either the Field Operations Bureau Chief or the Support Services Bureau Chief. Information on those assignments shall be forwarded to the supervisor of the General Investigations Unit, via the Division Commander.

4. Any temporary duty assignments to the Investigations Division shall be made by the Field Operations Bureau Chief, and forwarded to the Division Commander.

5. Investigations Division personnel requesting a transfer shall do so in writing to the Division Commander, via their unit supervisor. Any supervisor receiving the request shall review it and attach a written recommendation either to approve or disapprove the request. Generally, transfers shall not be made until a replacement is identified and trained. Hardship transfer requests shall be made in accordance with the Sheriff’s Office Policy and Procedures Manual (Section 5.01/003.15).

6. As a general rule, lateral transfers within the Investigations Division shall not be allowed. An exception would be a detective who has participated in the selection process for a particular unit, and is currently positioned in the top three eligible persons for assignment to that unit.

7. Personnel may be removed from assignment for cause or Office need. Cause includes sustained allegations of misconduct or consistent substandard performance. There also may be occasion when the Office may need to reallocate billets. In such cases, the removed personnel would have an opportunity to return to the assignment should a vacancy occur.

7. UNIFORMS AND EQUIPMENT

1. Prescribed uniforms, equipment and identification shall be maintained at all times in a clean and serviceable condition, ready for immediate use. Uniforms and equipment shall be replaced or repaired when they are so worn or damaged as to present an unacceptable appearance or do not meet current standards.

2. The care and maintenance of all issued clothing and equipment shall be the responsibility of the employee.
3. Personnel assigned to the Investigations Division shall present their uniform and equipment for inspection annually, or as otherwise directed.

4. Personnel may be issued specialized equipment designed for their specific assignment. Personnel shall not use specialized equipment until they have been trained in their use.

8. COMMUNICATIONS


2. Personnel assigned to the Investigations Division shall be familiar with, and adhere to, Snohomish County Executive Order #99-31A, reference the use of electronic mail.

3. Investigations Division unit supervisors shall notify the Division Commander whenever the following situations or events occur:

   a. Any event in which detective personnel have been injured, whether on-duty or off-duty.
   b. Any event in which detective personnel require hospital treatment.
   c. Any event in which detective personnel will likely be utilizing significant extra resources, such as SWAT, Search & Rescue, Dive Team, and CDU.
   d. Any event in which detective personnel will be working a significant amount of overtime.
   e. Any event that will result in media attention, or would be of special interest to the administration.
   f. Unit callouts

4. Routine release of information to the media shall be made through the Director of Communications.

5. The release of information to the media regarding current, on-going criminal investigations shall be made through the Director of Communications, via the Division Commander. All information on active cases shall be screened by the unit supervisor so as not to compromise the case.

6. In the absence of the Director of Communications, the release of information to the media shall be made through the Division Commander.
7. Detective personnel shall maintain good communications with patrol personnel at each precinct. This may include detective personnel attending a roll call briefing, speaking with patrol personnel reference high profile investigations, and/or providing training to patrol personnel.

9. REPORTS AND RECORDS

1. Detective personnel shall complete and submit their reports in a timely fashion. All reports shall be legible and professional in appearance.

2. Detective personnel shall utilize current Sheriff’s Office report forms, and complete these forms in compliance with Sheriff’s Office Report Writing Standard Operating Procedure.

3. Detective’s notes are a valuable tool when writing their reports. Detective personnel shall use their notes to help them document their observations and actions. All pertinent information from their notes shall be included in their report. Once the report has been reviewed and approved by the unit supervisor all investigator notes shall be destroyed.

4. Detective personnel shall forward all original reports and records to the Sheriff’s Office Records Unit after unit supervisor approval. Original reports may be held within the unit until completion in accordance to report writing policy.

5. Unit supervisors shall ensure all reports, follow-up reports, statements, and related records are submitted and reviewed in a timely fashion.

6. All requests for release of office records and/or reports shall be forwarded to the Sheriff’s Office Records Unit for processing and dissemination. The release of criminal history and vehicle registration information are outlined in the Sheriff’s Office Policy and Procedures Manual, sections 13.02/020.00 and 13.03/000.00.

10. EVIDENCE

1. All evidence shall be promptly secured in a proper, secure evidence storage facility. A “proper facility” shall be defined as a secure evidence locker or the Evidence Control Center. Detective personnel shall not leave evidence unsecured or unattended.

2. All evidence shall be collected, packaged, and submitted in accordance with Sheriff’s Office Policy and Procedures Manual, section 12.00/000.00.
3. Evidence items of high monetary value shall be booked directly into the Evidence Control Center. Examples of “high monetary value” items may include cash in excess of $1,000.00; controlled substances valued in excess of $10,000.00, jewelry items, and such.

4. Vehicles impounded as evidence may be taken to a patrol precinct or other designated location for processing. Personnel shall ensure these vehicles are secured and properly marked as evidence (including date of impound, case number, type of investigation, and detective name). Detective personnel shall process these vehicles within forty-eight hours of their arrival. If detective personnel cannot process the vehicle within that time period, he/she shall contact the Operations Sergeant or Watch Commander and advise them of the delay. Once the vehicle processing is completed, it is the responsibility of the assigned case detective to remove the vehicle from the precinct evidence bay and contact the appropriate owner for disposition of the vehicle.

11. CASE MANAGEMENT

11.1. CASE ASSIGNMENT

1. Cases shall be screened and assigned by the unit supervisor. Cases involving in-custody arrests or suspect information shall receive highest priority. The unit supervisor shall assign cases using the case control slips (SH-123).

2. The unit supervisor shall keep the white copy of the case control slip or forward to LES. The yellow copies shall go to the assigned detective with the report.

3. The unit secretary shall record each assigned case and keep a log of all active and closed cases for the unit. In the event the unit secretary cannot complete this function, the unit supervisor shall complete this step.

4. The unit supervisor shall keep himself/herself updated on the status of the cases assigned within their unit. Upon completion of the follow up investigation, the detective shall close out the case by completing the yellow copies of the case control slip. The completed file shall be submitted to the unit supervisor for review and approval. Once approved, the unit supervisor shall complete and forward the yellow copy of the case control slip (along with other appropriate forms) to the unit secretary for processing. The unit secretary shall update the case log and file the white case control slip.
5. The unit supervisor, with input from the assigned case detective, shall determine when an investigation may be extended, suspended or closed. This decision shall be based on several factors, which may include potential solvability, unavailability of resources, and/or insufficient degree of seriousness.

6. The unit supervisor shall complete a monthly statistical report for his/her unit. A copy of those statistics shall be forwarded to the Investigations Division Commander each month.

7. All investigations submitted to the Prosecutor’s Office shall have a completed Prosecutor Case Summary sheet attached.

11.2. WORKING CASE FILES

1. Detective personnel shall keep a working case file on each case and label them for reference.

2. The working case file shall contain copies of all pertinent reports, statements, and associated documents. Detective personnel shall include their original notes in this file.

3. Detective personnel shall ensure follow up reports are kept current. Detective personnel shall also ensure the final original case file (Records Unit copy) matches the working case file, with the exception of detective notes and photographs.

4. Detective personnel shall record all follow up activities performed in an investigation.

5. The unit supervisor shall monitor case status to ensure a timely investigation is conducted, and cases are closed in a timely manner.

11.3. PROSECUTOR FOLLOW-UP REQUESTS

1. All prosecutor follow-up requests shall be routed through each unit’s supervisor. A log of these follow up requests shall be maintained. The responsibility for completion of follow-up is upon the requested personnel’s supervisor.
2. Personnel shall complete and submit all prosecutor follow-up requests in a timely fashion. When a requested deadline cannot be met, the assigned detective/deputy shall contact the assigned prosecutor and advise him/her of the delay.

3. Prosecutor “deadline” case requests shall be forwarded to the General Investigations Unit secretary for processing and submittal.

11.4. PRODUCTIVITY

1. Detective personnel shall strive to achieve a successful completion to each assigned case. Timelines for case completion shall be determined by the unit supervisor.

2. The unit supervisor shall monitor the status of all assigned cases to ensure a timely investigation is conducted.

11.5. MAJOR CASE INVESTIGATIONS

1. Major case files may include homicides, vehicular homicide, kidnappings, missing persons, serious assaults (life threatening and/or involving multiple victims), vehicle assaults, robberies and rapes (adult and juvenile).

2. The unit supervisor shall assign a lead detective to each major case file. The lead detective shall maintain a working file.

3. All standard procedures shall be used when handling major case investigations, with exception of storing closed or unresolved cases. These case files shall be stored in a central location and controlled by the unit supervisor.

4. There shall be no closure time limit set on a major case file assignment.

5. The lead detective shall update the unit supervisor on all major case files on a routine basis.

6. The unit supervisor shall conduct periodic unit meetings to discuss major case files and the status of same.

7. The unit supervisor shall conduct unit debriefings on investigations which he/she determine need such a review. These debriefings shall be completed in a timely manner. The purpose of such debriefings is to
review investigative procedures during the investigation, and identify new investigative methods and tools for future cases.

11.6. WALK-IN COMPLAINTS

1. Walk-in complaints on the fourth floor shall be handled by personnel assigned to the Information Reporting and Referral Unit (IR&R). In the absence of a person assigned to IR&R, a duty detective shall be responsible for walk-in complaints.

2. If a walk-in complaint is determined to involve a current, active investigation assigned to detective personnel, an attempt shall be made to contact the case detective. Otherwise, personnel shall complete whatever paperwork is necessary. A copy of that paperwork shall be forwarded to the assigned detective.

3. Walk-in complaints shall not be turned away simply because the case is assigned to a precinct or another agency. Personnel shall make every effort to resolve any issue presented by a walk-in complaint.

11.7. TRAINING

1. New detective personnel shall be assigned to an experienced detective by the unit supervisor for training. Exceptions may be made for new detectives with recent investigative experience in another field or unit.

2. Each unit supervisor shall have a Field Training Program designated, which will identify important steps and elements of an assignment to their unit.

3. Each unit supervisor shall compile and track basic and advanced training needs for each detective.

4. The unit supervisor shall make the determination when a new detective is ready to receive case assignments.

5. Personnel shall maintain Office wide training standards, i.e. Firearms, First Aid, Defensive Tactics, etc.

12. INVESTIGATIVE TECHNIQUES
1. Detectives shall maintain competencies in investigation, detection, and apprehension of responsible parties to criminal acts. These specific competencies are covered within the Sheriff’s Office Policy and Procedures Manual. The list includes, but not limited to:
   a. Crime scene preservation;
   b. Crime scene processing;
   c. Evidence collection techniques;
   d. Witness identification and interview; and
   e. Suspect interrogation.

2. Personnel shall keep dispatch informed of status when making contacts in the field, both witnesses and suspects. Personnel shall assess the need for uniform backup as well as field supervisor notification.

3. The same shall apply to contacts made in another agency jurisdiction when making contacts outside of unincorporated Snohomish County.

4. Search Warrants shall be applied for by way of prosecutor review. Service of Search Warrants of potentially occupied locations or conveyances will include a review by a supervisor and an operations plan. Other agency search warrants will be reviewed by the unit supervisor prior to service to verify that SCSO parameters are met.

5. Personnel shall work with other agencies in a courteous and respectful manner. Policies and practices of SCSO will be followed. SMART call outs will follow the SMART SOP.

13. USE OF INFORMANTS

The essence of criminal investigation is information. Without information, there can be no substance to an accusation of criminal behavior. Information, most often, comes from or through people. Anyone who provides information to the law enforcement community is an informant. Some individuals are later designated "witnesses" and identified in court. Some individuals are designated “concerned citizens” as they provide information purely out of a sense of duty, for the good of the community, and not for their own personal gain. Others remain "confidential informants" (also known as a “CI”) whose identity is protected in order to make use of their information for multiple cases and to ensure their safety. Often, no prosecutable case can be made without the use of an informant's information. Of course, an informant's information must be corroborated to the extent to which it reasonably can. If an informant is not a “witness,” not a “concerned citizen,” and not a CI, they should be considered an unproven (or not-reliable) source of information.

13.1. RECRUITMENT
Informants generally do not need to be recruited. Most often, they are either caught in a criminal act, they become informants in exchange for a recommendation to the prosecutor, or they come to the Sheriff’s Office voluntarily with some other motive. There are usually five motives for people who want to be informants:

1. They want a favorable recommendation to the prosecutor regarding a pending charge(s) against them
2. They want money (Investigation Division does not pay mercenaries)
3. They want revenge
4. They are criminals wanting intelligence from you or wanting you to eliminate their competition by focusing your efforts on a competing criminal element.
5. They are only concerned citizens, and want nothing in return

13.2. INFORMANTS USE/RESTRICTIONS

The following restrictions apply to the use of informants:

1. No informant under the age of eighteen shall be used without the written consent of the informant’s parent and the approval of a unit supervisor. Avoid the use of juvenile informants whenever possible.
2. If an informant is arrested for a federal or state felony while under contract, his / her use will be discontinued.
3. Arrests for non-felony offenses while under contract may be cause for discontinued use or may require the writing of a new contract.
4. Any informant who has been previously declared unreliable by any police agency shall not be used.

13.3. WORKING WITH CONFIDENTIAL INFORMANTS

All prospective informants that work directly with detectives shall be interviewed by a detective in consideration of the following guidelines.

1. Meet with the informant. This shall be done with at least two investigators present for safety reasons and to protect an individual investigator against allegations of corrupt influence.
2. If the informant's information sounds credible and worthwhile:
a. Determine the motive.

3. Determine if working with the informant furthers our goals or mission.

4. Conduct a thorough criminal history check on the prospective informant, after establishing positive identification, including RMS, DOL, WASIC, DISCIS, NCIC III and WSIN. If the prospective informant states that they have worked in the past with other agencies, those agencies will be contacted to aid in verifying the reliability of the informant.

5. If a CI is expecting favorable consideration in a pending criminal case, complete a CI Contract and obtain prosecutor approval from a prosecutor that represents interest in the specific case/charge. Consideration should be given to contacting the original charging/arresting agency and/or the arresting officer on the concerned charges for approval, when appropriate.

6. The objective is not to allow the informant to "work off" a charge(s), but rather to "work down" the charge(s). In the end, it is desirable for the suspect informant to plead to a criminal charge.

7. Complete the CI Agreement Form and include a current photograph.

8. Obtain supervisory review and approval prior to working with newly signed CI.

9. Once approved, assign the CI a number from the CI Control Log, for the purposes of tracking and documenting all contacts with the CI.

10. Act on the informant's information as soon as possible. Information loses value as it grows stale.

11. Document informant's history - Note on the CI Agreement form the dates and case numbers of all detective contacts with the CI.

13.4. DISCLOSURE OF INFORMANTS IDENTITY

The disclosure of a confidential informant's identity to anyone other than law enforcement, prosecution personnel, or Judges (by way of directive) is forbidden.

Such disclosure in court shall be avoided whenever possible. The requirements for disclosure vary and often depend on the extent of the informant's involvement in the investigation. If the informant is present during a transaction, they are viewed by the courts as a "transactional witness" and must be identified.

1. The question of disclosing the identity of the informant shall be discussed with the prosecutor before trial. Any alternatives that would allow the Office to proceed without disclosure should be given full consideration.

2. In some situations, the identity of an informant and the effect the disclosure will have on identifying the informant cannot be avoided. The
informant may have to testify to support the state's case or have to testify as a defense witness. The investigator shall ensure that there is no other satisfactory alternative to disclosing who the informant is. Case development should be directed in consideration of the confidentiality needs of the CI.

3. If, when testifying, the investigator is presented with the question of disclosure, he should request time to confer with the prosecutor to determine if there is an alternative to disclosure.

13.5. DEVELOPING INFORMANT RELIABILITY

The following are methods and factors in determining the level of reliability for a potential confidential informant:

1. Two-prong test (veracity of the informant / veracity of the information).

2. Does this person have first hand contact with the suspect or the suspect's activity and do they have the basis of knowledge to support their beliefs?

3. Has the subject provided this, or any other agency, with accurate information in the past; what type of cases, how many arrests, how much controlled substances or property was recovered as a result of the CI information?

4. What is the criminal history of the CI and does it involve crimes of dishonesty?

5. Does the subject have any motives for providing law enforcement with false information? Is the subject seeking counter intelligence?

6. Can particular information supplied by the subject be independently verified through personal knowledge or through various laws enforcement records checks? (corroboration must be attempted)

7. How timely is the subject's information?

13.6. INFORMANT CONTROL TECHNIQUES AND RESPONSIBILITIES.

1. Officers shall remember that informants are resources of the entire unit, not of the individual investigator.

2. A minimum of two officers will meet with a confidential informant (CI).

3. Establish authority over the informant and prohibit the CI from controlling the case.
4. CI’shall not be invited to or participate in arrest or raid planning sessions.

5. Officers shall not get personally involved with CIs.

6. Make only those promises that can and will be kept, especially as it concerns criminal charges involving the CI. It is not advisable to lie to a CI (unless to protect another informant). It is fine to withhold truth, but credibility must be maintained with the CI.

7. Maintain accurate, complete records of conversations, agreements and issues relating to informants.

8. Never disclose an informant's identity because of spite, anger or revenge.

9. Exchange information with other agencies regarding a CI; however, never exchange information with other informants.

10. Whenever possible, avoid allowing a CI to become a material witness.

11. Treat the CI with respect. A little respect can work wonders and extract for you the information that the CI possesses.

12. Always remember Confidential Informants are often criminals.

13.7. INFORMANT PAYMENTS

Detectives shall not pay informants for information. A buy fund shall not be established or maintained for the purpose of paying for information, but assistance with payment may be sought via SRNTF

13.8. INFORMANT FILE

As part of the management of informants, the unit will keep confidential informant files closed and secure. Informant files constitute investigatory information and are not subject to public disclosure. The unit supervisor shall review the Informant File monthly to ensure compliance with all applicable laws.

13.9. CONFIDENTIAL INFORMANT LOG

The detective unit will maintain a Confidential Informant Log. The CI Log will be used to document the numerical issuance and recording of reference numbers relating to the identity of sources of information. Once a CI number is assigned, the Confidential Informant will may be referenced by this CI number in lieu of the name when appropriate.

13.10. FILE CONTENT

Informant files shall contain the following information:
1. Original signed Confidential Informant Agreement forms and applicable contracts.
2. WSIN, DISCIS, NCIC III, WASIC history checks, DOL, RMS)
3. A record all contacts with CI.
4. Photograph.
5. Documents required by other agencies (i.e., contracts, plea agreements, et cetera).
6. List of prior agencies informant has worked with or for.
SOCIAL MEDIA
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SOCIAL MEDIA

1. Introduction

This SOP contains two sections: “Personal Use of Social Media by Snohomish County Sheriff’s Office Employees and Volunteers” and “Management of Snohomish County Sheriff’s Office Social Media Channels.”

This policy is not meant to address one particular form of social media; rather social media in general, as advances in technology will occur and new tools will emerge.

SECTION I: Personal Use of Social Media by Snohomish County Sheriff’s Office Employees and Volunteers

2. Purpose

To clearly state the rules governing the personal use by Sheriff’s Office employees and volunteers of social media. The Sheriff’s Office encourages the use of social media for employees to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. The Sheriff’s Office also recognizes the role that these tools play in the personal lives of employees and volunteers. The personal use of social media can have bearing on the image of the Sheriff’s Office. As such, this section provides information of a precautionary nature as well as prohibitions in the personal use of social media by Office employees and volunteers.

Barring state law or binding employment contracts to the contrary, Sheriff’s Office personnel shall abide by the following for personal use of social media:

1. Sheriff’s Office personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this Office for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Office.

2. As public employees and volunteers, personnel are cautioned that speech on- or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee’s professional duties and responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Sheriff’s Office. Agency personnel should always assume that their speech and related activity on social media sites will reflect upon their office and this agency.

3. Sheriff’s Office personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment and that is not subject to public disclosure without written permission from the Sheriff or his or her designee.
4. All personnel are subject to the Law Enforcement Code of Ethics and this code applies to the personal use of social media by personnel, both on- and off-duty. In particular, Sheriff’s Office personnel are prohibited from the following:
   a. Complaints about actions of SCSO employees, volunteers or facilities.
   b. Content, information or comments that suggest or encourage illegal activity.
   c. Speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
   d. Speech involving themselves or other Office personnel reflecting behavior that would reasonably be considered reckless or irresponsible.

5. Sheriff’s Office personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

6. Sheriff’s Office personnel should expect that any content created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the Sheriff’s Office at any time without prior notice.

SECTION 2: Management of Snohomish County Sheriff’s Office Social Media Channels

3. Purpose

   To clearly state the rules governing the use of social media networks for public information officers and to set a standard of response to public inquiries posted on social media sites in use by the Snohomish County Sheriff’s Office.

4. Method of Engagement

   Employees appointed to use official Sheriff’s Office social media tools will actively engage key publics on designated social networks through intentional communication, unity of voice, freedom of information, timeliness and accuracy while maintaining security and privacy to strengthen organizational credibility.

5. Building Credibility / Public Trust

   Everything we do -- our credibility -- balances on public trust. This is the foundation upon which the success of public affairs and social media is built. Trust must be given freely, it cannot be mandated. Although social media will have a direct effect on public trust, public trust cannot be controlled through social media. Some of the key elements of building trust to be considered when posting content or maintaining a social network site include:

1. Remember our brand and messaging strategy when posting and/or replying on official Sheriff’s Office social media accounts. Our mission is to provide safe communities through dedicated and professional service. Our motto is: Community First. Our values
are dignity, integrity, commitment and pride. Posts and/or replies should always support our mission, motto and values. If in doubt, do not post.

2. Be open with the public when declaring our agency values.
3. Provide a means for direct invitation of key publics to engage in dialogue (and potentially contrasts or principles).
4. Develop methods of engagement to maintain dialogue with key publics.
5. Take certain risks with negative public statements and allow for a public forum (your fans) to defend your position.
6. Do not over-moderate social media networks to the point of disrupting freedom of information and public opinion.
7. Manage the Sheriff’s Office reputation and relationships built on social networks by ensuring there are adequate methods to maintain decorum, rules of engagement and site/content moderation.
8. Provide full disclosure of who you are when engaging in the social media network.

6. Guidance for Sheriff’s Office Employees

All Sheriff’s Office employees and volunteers engaging social media should use their best judgment when posting and responding to topics on social media sites. For example:

1. Post only approved content. Have a method in place to ensure thorough content review before posting and be mindful of public records laws, privacy laws, HIPPA, FOIA, etc.
2. Respond to all necessary topics and comments. This is an opportunity to leverage the tools for what they are – a means of communication. Avoid the tendency to defend and protect every comment made. Given time, social networks normally self-correct negative aspects. Let users explain and work out the issues and ideas being expressed.
3. Do not stray from or attempt to “shut down” negative comments. An open forum comes with certain risk of negativity and to shy from it will tarnish credibility. When in doubt, responses to negative comments can be vetted and/or approved by the Director of Communications so that an accurate attempt to express the agency’s position without editorializing or straying from the facts has been made.
4. Allow your fans to fight your battles for you, as well, when possible. They are, by virtue of their nature, not official Sheriff’s Office responders and, as such, carry with them a different level of credibility.
5. Replace error or misrepresentations of the Sheriff’s Office with fact not argument, immediately.
6. Stay in your lane. Do not comment on what you do not know.
7. No endorsements or fundraising. Do not use the Sheriff’s Office name or brand to promote products, opinions or causes other than those already officially endorsed by the Sheriff’s Office or Snohomish County.
8. Admit mistakes.
9. If uncertain whether a response is necessary refer to the Director of Communications for guidance.
10. Only delete or block comments or users when a clear pattern of malicious, derogatory behavior is apparent and they are in violation of the terms of participation.
7. Terms of Participation to be Posted on Sites

“The Snohomish County Sheriff’s Office reserves the right to control our [insert name of social media account such as Facebook, VIMEO, etc.] page content. Content posted is subject to public records law. The purpose of this social media account is to provide news and information in an engaging manner to the communities we serve.

Our official web page is http://sheriff.snoco.org

Please feel free to express your opinion about the Sheriff’s Office in an objective and respectful way that allows for a continued information relationship.

While this is an open forum, it's also intended to maintain respect for those who participate (i.e. family-friendly). Please keep your comments clean.

Participants are asked to follow our posting guidelines below. Violation of the guidelines below may result in your post being removed.

Report any crime or emergencies to 911 and non-emergencies to 425-407-3999.

8. Posting Guidelines

KEEP IT CLEAN, LEGAL and RELEVANT. The following type of posts will be removed, as they are deemed unsuitable or inappropriate:

1. Complaints about actions of SCSO employees or facilities. (Complaints, commendations or questions may be submitted via email: contact.sheriff@snoco.org). We want to address these complaints immediately using the proper channels.
2. Graphic, obscene, explicit or racial comments or submissions.
3. Comments that are abusive, hateful or intended to defame anyone or any organization.
4. Comments that suggest or encourage illegal activity.
5. Blatant self-promotion
6. Jokes, pictures, videos, chain postings of any kind, anything and everything that has gone viral, will go viral, or where the intent is to make it go viral.
7. Multiple posts of the same subject and same topic
8. Comments and/or links that are irrelevant to any posts, discussions or the Sheriff’s Office.
9. Political opinions
10. “Spam” or messages where the senders personal identity and context are irrelevant

You participate at your own risk, taking personal responsibility for your comments, your username and any information provided. Any and all information posted here is subject to Washington’s public disclosure laws – including direct messages.

Lastly, the appearance of external links on this site does not constitute official endorsement on behalf of the Snohomish County Sheriff’s Office.”
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**IRS SEIZURES**
The IRS has and will be active in Snohomish County seizing property for non-payment of taxes. Many of these cases involve tax protesters and/or “militia” members.

Our role in these contacts is solely to keep the peace. We have no authority to enforce or assist a federal agency in enforcing federal law. The Sheriff has discussed the issues with IRS representatives and it has been agreed that:

1. We will not routinely accompany federal agents during these actions. However, we will respond if requested to keep the peace.

2. If in our determination the situation is getting out of control, we may ask the federal agent to leave and they have agreed to do so. If at all possible, the request to leave should be made by a supervisor and it should be made outside the presence of the person subject to the federal seizure action.

3. In writing reports on such cases, it is important that we remain neutral. Use a classification code of “Disturbance” or “Civil Problem.” Do not use “Agency Assist” or “Assist IRS Seizure.” It is appropriate to use direct quotes such as “The subject stated he was a sovereign, free born citizen and didn’t have to pay taxes.” However, in reports, avoid making judgmental statements or coming to conclusions with statements like “Based on subject’s comments, I determined he was probably “militia” or posse, etc., etc.”

The following is a list of misdemeanor charges that may be used at incidents of civil unrest. It is not all inclusive. It is intended to be a guide to possible solutions for actions of members of the public engaged in such unrest.

<table>
<thead>
<tr>
<th>Code</th>
<th>Charge</th>
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<tbody>
<tr>
<td>9A.76.020</td>
<td>Obstructing</td>
</tr>
<tr>
<td>9A.76.040</td>
<td>Resisting Arrest</td>
</tr>
<tr>
<td>9A.36.041</td>
<td>Assault</td>
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<tr>
<td>9A.84.010</td>
<td>Riot</td>
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<tr>
<td>9A.84.020</td>
<td>Failure to Disperse</td>
</tr>
<tr>
<td>9A.84.030</td>
<td>Disorderly Conduct</td>
</tr>
<tr>
<td>9A.52.070</td>
<td>Criminal Trespass</td>
</tr>
<tr>
<td>9A.48.090</td>
<td>Malicious Mischief</td>
</tr>
</tbody>
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The following may be used to warn a crowd to disperse: “I am__________________ of the Snohomish County Sheriff’s Office. I am now ordering this group to disperse. Failure to obey this order to disperse (may or will) result in arrest for disorderly conduct which is punishable by up to 90 days in jail or a fine of up to $1,000.00 or both such imprisonment and fine.”

If it is anticipated that public unrest will occur during an IRS seizure, the IRS agent will normally be accompanied by members of the Criminal Investigation Division (CID) of the IRS. In collection seizure situations or any other situation, when deemed appropriate, the special agent will contact the taxpayer, identify himself (badge and credentials) and the revenue officer/revenue agent and explain the CID presence.

The CID agent will control the taxpayer and any members of the public present, to the extent possible, without making an arrest. Special agents will make arrests, when necessary, to prevent physical harm to IRS personnel, or to the public. The special agent may terminate the activity at any time for security reasons. The special agent will also decide whether or not federal agents will make an arrest without a warrant.
The security of all IRS personnel at the scene will be the agent’s priority consideration.

1. ARMED ESCORTS

1.1 PURPOSE AND SCOPE

1. This memorandum establishes procedures for all armed escorts performed by the Criminal Investigation Division (CID).
2. These procedures govern all aspects of armed escorts, including their request, execution, termination, and reporting.
3. These procedures supplement IRM 926(12) and Policy Statement P-9-17.
4. These procedures apply to all employees of the Seattle District.

1.2 ARMED ESCORT DEFINED

An armed escort is the assignment of a special agent to assist another division or function. The purpose of the assignment is to ensure the physical safety of employees and their families; to minimize threats of force; and/or to protect government property.

1.3 OBJECTIVES

Ensure the safety of all personnel by:
1. Limiting emergency requests to situations that could not be anticipated;
2. In all non-emergency situations, requiring adequate notice to allow CID to develop background information and time to formalize a plan;
3. Clearly delineating the responsibilities of the respective participants.
4. Complete all pre-execution aspects required to accomplish the task for which the armed escort is requested. These aspects should be completed prior to the commencement of the escort and may include:
   a. Moving van arrangements;
   b. Tow truck arrangements;
   c. Locksmith arrangements;
   d. All internal paperwork;
   e. All legal paperwork, e.g., writs of entry;
   f. Animal control officer arrangements;
   g. Ensure that sufficient personnel are available to accomplish the task at hand, e.g., inventory, moving and storage of seized assets.

5. Criminal Investigation Division Evaluation

   a. The special agent assigned will evaluate the information provided on Attachment 1, as follows:
      i. Obtain a name check in CID files;
      ii. Check IDRS for potentially dangerous taxpayer (PDT) designation;
      iii. Conduct automated and/or manual criminal history, registered weapons, vehicles, and driver’s license inquiries, from state and local sources;
      iv. Drive by location and photograph property, if possible;
      v. Interview the revenue officer for any other pertinent information.
b. Plan
The assigned special agent will formulate a plan for approval of his/her group manager. The plan will consider the:
   i. Attitude and number of members of the public likely to be present;
   ii. Approach, entry, security, and diagram of location;
   iii. Anticipated number of special agents required;
   iv. Transportation of prisoners;
   v. Location, name, office hours, and telephone number of nearest U.S. Magistrate and duty Assistant U.S. Attorney;
   vi. Location of nearest approved Federal holding facility;
   vii. Location and telephone number of nearest medical facility and ambulance service;
   viii. Location and telephone number of local law enforcement agency having jurisdiction;
   ix. N/A
   x. Mandatory equipment for all assigned special agents, such as service weapon, badge and credentials, extra ammunition, handcuffs, body armor, and adequately equipped radio vehicles;
   xi. Body armor will be provided to all participants who accompany special agents to taxpayer’s residence.
   xii. Optional equipment: shotguns, raid jackets.

1.4 ON-SCENE RESPONSIBILITIES
1. Criminal Investigation Division
   a. Control the approach to the location.
   b. In Collection seizure situations or any other situation, when deemed appropriate, the special agent will contact the taxpayer, identify himself (badge and credentials) and the revenue officer/revenue agent and explain the CID presence.
   c. Ask if there are any firearms, or other weapons, on the premises.
   d. Pat down and identify taxpayers and others when appropriate.
   e. Secure location and make safe or unavailable any discovered firearms or other weapons.
   f. Control the taxpayer and any members of the public present, to the extent possible, without making an arrest. Special agents will make arrests, when necessary, to prevent physical harm to IRS personnel, or to the public.
   g. The special agent may terminate the activity at any time for security reasons.
2. Requesting Function
   a. Execute task, e.g., serve required papers, place seizure tags, inventory, etc.
   b. The requesting function may decide to terminate the activity at any time for any reason.
3. Passive Resistance
a. If passive resistance is encountered, e.g., lying down in front of a car, locking oneself in a car, holding or blocking a door, appropriate action may result in the arrest of all persons impeding the lawful function of the IRS.

4. Active Resistance Constituting a Crime
   a. Potential Statutes involved:
      i. 18 U.S.C. Section 2233 - Forcible rescue or attempted forcible rescue of seized property - a felony, $2,000 fine and/or 2 years.
      ii. 18 U.S.C. Section 111 - Assaulting, resisting or impeding certain officers or employees - a felony, $5,000 fine and/or 3 years; $10,000 fine and/or 10 years if a deadly or dangerous weapon is used.
      iii. 26 U.S.C. Section 7212(a) - Interference corruptly or by force - a felony, $5,000 and/or 3 years. Interference by threats of force - a misdemeanor, $3,000 and/or 1 year. The defendant’s knowledge of the officers’ official capacity and his intent to impede or obstruct them in the performance of their official duties is an element of the offense.
      iv. 41 C.F.R. 101-20-312 - Entering Federal property possessing a firearm, other dangerous or deadly weapons, or explosives--a misdemeanor, $50 fine and/or 30 days.

b. Arrests
   The special agent will decide whether to make an arrest without a warrant. The security of all personnel at the scene will be the priority consideration.

1.5 POST-ESCORT RESPONSIBILITIES
In addition to arrest reports, the special agent will file a report with the chief, Criminal Investigation Division (Attachment 2) and attach the request to it (Attachment 1). These reports will be filed by CID Enforcement Officer for future reference.
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The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**AUDIO/VIDEO RECORDING EQUIPMENT**
AUDIO/ VIDEO RECODING EQUIPMENT

1. PROCEDURE:

This procedure provides guidelines for the use of audio/video recording equipment that is installed in Sheriff’s Office vehicles. The audio/video equipment is primarily utilized in documentation of evidence related to criminal traffic and officer safety situations. Mobile audio/video equipment has been demonstrated to be of value in the prosecution of criminal traffic violations and related offenses, as well as being utilized for training. In order to maximize the utility of this equipment in these areas, deputies shall follow the below guidelines.

2. GENERAL GUIDELINES

1. Only deputies in uniform shall operate mobile audio/video equipment.
2. Whenever possible, deputies shall record the driving, stops, field sobriety tests, and other significant evidence relating to D.U.I.’s and other criminal traffic investigations.
3. Audio/video recordings generated on Sheriff’s Office equipment are the exclusive property of the Snohomish County Sheriff’s Office and shall be available for departmental use or in accordance with legal proceedings.
4. No sound or video recording shall be duplicated and made available to the public until final disposition of any criminal or civil litigation which arises from the incident or incidents which were recorded.
5. Audio/video recordings generated on Sheriff’s Office equipment deemed to be appropriate for training purposes may be utilized for law enforcement training only after their release as evidence in a criminal/civil proceeding.
6. Deputies who use Sheriff’s Office audio/video recording equipment to record an event shall state so in the narrative section of their reports.

3. USE OF MOBILE AUDIO/VIDEO RECORDING EQUIPMENT

1. A deputy driving a vehicle equipped with audio/video recording equipment shall turn the microphone on whenever the camera is activated. No sound recording device shall be intentionally turned off during the operation of the video camera.
2. Procedure for using audio/video equipment on a traffic investigation.
   a. Activate the camera and microphone as early in the contact as possible, especially with a D.U.I. investigation where poor driving is evident.
   b. Upon contacting the driver and/or occupants of the vehicle, they shall be advised that a sound recording is being made. This statement shall be included in the sound recording. The only exception to this requirement would be where exigent circumstances would dictate otherwise.
   c. Audio/video recordings may continue without additional warnings until an arrest is made.
   d. Deputies may continue to use a tape until they capture a criminal violation on tape. If charges will be filed on a subject then the tape shall be booked into evidence. A video tape that has run through the entire length of the tape without any violations shall be erased prior to rewinding and starting at the beginning again.
   e. If a video tape is to be booked as evidence, once the event is over the tape shall be removed from the video machine and a new one replaced so that no more than one criminal event is placed on a single tape.

3. Reviewing video tapes:
   a. A deputy should review the video tape for reporting purposes prior to booking it as evidence.
   b. If a tape is to be booked as evidence, the tape shall not be erased or altered in any way. It is a gross misdemeanor for any person to knowingly alter, erase, or wrongfully disclose any recording in violation of RCW 9.73.090(1)(c).
   c. Defense attorneys wishing to review video tape evidence must receive prior authorization through the prosecutor’s office and will only be allowed in accordance with current law.

4. Storing of video tapes as evidence:
   a. Video tapes which are evidence shall be booked into the Snohomish County Sheriff’s Office evidence lockers or directly into the property room prior to the deputy going off shift.

5. Duplication of video tapes:
a. Duplicates of tapes will be certified as such, and provided pursuant to court order or subpoena.

b. The original tape shall not be edited. Any edits shall be made on a copy of the original tape and will be made only when agreed upon by the prosecutor, the arresting deputy, and the defense attorney and in accordance to current law at the time the tape was made.

6. Recycling of recorded video tapes:

a. Video tapes containing no criminal violations shall be returned to the Collision Investigation Unit Sergeant and will be bulk erased by C.I.U. personnel and returned for reuse unless specific reasons dictate otherwise.

b. Video tapes containing misdemeanor and gross misdemeanor criminal violations shall be retained by the evidence room for one year after adjudication unless specific circumstances dictate longer. Video tapes containing felony criminal violations shall be retained by the evidence room until they are adjudicated and/or after the statute of limitations runs out for the specific felony crime, unless specific circumstances dictate longer. After that, tapes will be sent to the Collision Investigation Unit Sergeant to be bulk erased and returned for re-use.

c. If the video tape is being booked into the evidence room for reasons other than evidence the deputy shall state on the evidence/property report and the narrative of their case report the reason for the tape being booked into the evidence room. (e.g. civil liability, officer safety, training, etc.).

4. EQUIPMENT MAINTENANCE:

1. Mobile audio/visual equipment installed in vehicles is the responsibility of the deputy assigned to the vehicle and will be operated and maintained according to the manufacturer’s instructions and recommendations.

2. Prior to each shift, deputies shall determine whether their equipment is working satisfactorily and shall bring any problems at this or other times, to the attention of their immediate supervisor.

3. Deputies shall only use tapes that are issued and approved by the Sheriff’s Office.

4. It shall be the deputies’ responsibility to request additional tapes when necessary. Deputies shall have in their possession a minimum of five extra recording tapes at any given time.
Report Writing Manual (179_0).pdf
REPORT WRITING MANUAL
REPORT WRITING MANUAL

1. OBJECTIVE

The intent of this manual is to provide personnel guidelines directing when reports are required, the forms to be used, information required, procedures to be followed and submitting and processing procedures. Personnel will use the appropriate report form(s) as indicated and follow the directions and guidance provided.

2. REPORT WRITING REQUIREMENTS

1. Reports are required for:
   a. Citizen reports of crimes;
   b. Citizen complaints regarding personnel;
   c. Citizen requests for services when a deputy is dispatched or is assigned later to investigate or in some manner take action;
   d. Any criminal or non-criminal action initiated by a Deputy; and
   e. Any incident involving an arrest, citation or summons;
   f. Any incident that may reasonably lead one to believe that the County will become a litigant.

2. Report types will vary from one incident to another. The different types of reports are addressed in section three of this document.

3. INCIDENT / CASE NUMBERING SYSTEM

1. Definitions:
   a. Incident number: An incident number is a unique number that is assigned to every incident reported or generated.
   b. Case number: A case number is assigned at the request of personnel generating typed or hand written incident reports.

2. The case numbering system requires the assignment of a unique chronological case and/or incident number for all calls received or generated.

3. The numbering system begins with the last two digits of the current year (e.g. 05-) followed by a sequential five to six digit number.

4. Case or incident numbers are entered into the CAD system to eliminate duplicated or omitted numbers.

5. All requests for service and on view generated incidents shall receive a separate CAD incident number. Those incidents not receiving a case number or citation number may be located in the CAD daily printouts by the respective incident number.
4. REPORT TYPES
   1. The type of report may vary based on the type of incident being reported. A report of an incident could include the following types:
      a. A text summary included in an incident’s CAD record. This text may be entered by SnoPac personnel or the assigned deputy
      b. Typed or hand written incident reports
      c. Criminal citations and civil infractions
      d. Community Based Report
      e. Traffic collision reports
      f. Tow / Impound and Inventory Records
      g. Web-site (citizen generated) Reports
      h. Field Interview Reports (F.I.R.)
   2. Minimum information required in each report type includes:
      a. A unique incident and/or case number assigned by the dispatch center
      b. Name, if available, of the reporting party
      c. Nature of the incident
      d. Nature, date and time of the action taken, if any, by Deputies

5. INCIDENT REPORTING FORMS
   1. Personnel are required to use the appropriate reporting form(s). Personnel shall completely and accurately document required incidents. Reports provide information required by the National Incident Based Reporting handbook (NIBR’s) and Uniformed Crime Reporting (UCR). The field reporting system will consist of the following:
      a. Incident Report
      b. WSP DUI report packet
      c. Washington State Police Traffic Collision Report;
      d. Vehicle Tow / Impound and Inventory Report
      e. Traffic collision report;
      f. Community Based (Mail in) Report
      g. Use of Force Miscellaneous report
      h. Field Interview Report (F.I.R. CARD)
      i. Merchant Theft Report
      j. Mental Health Report
   2. Additional authorized forms that may be attached to the incident report include, but are not limited to:
      a. Additional Information Report
      b. Supplemental narrative;
      c. Follow-up narrative;
      d. Juvenile Referral
      e. Prosecutor Summary and Witness List
      f. Booking Forms
      g. Photo Line-up and Instructions
      h. Victim / Witness Statement
      i. Vehicle Theft Victim Statement
      j. Medical Release / Waiver
k. Affidavits of forgery
l. Search Warrants and Affidavit
m. Crime Scene Logs
n. Child Protective Service Referral
o. Officer Safety Report

6. RESPONSIBILITIES

6.1 REPORT WRITER’S RESPONSIBILITIES
1. Report writers’ shall accurately complete all applicable report sections and ensure that all legal requirements are met.
2. Reports should be submitted directly to the respective shift supervisor and routed by Law enforcement Secretaries;
   a. Reports should be turned in by the end of the work shift or assignment. However, the following “priority” report types shall be submitted prior to the end of the work shift;
      • In custody arrests
      • Auto theft and/or recovery investigations
      • Theft of vehicle license plates
      • Runaway / Missing person investigations
      • DUI arrests
      • Traffic citations and infractions
      • Vehicle impound & inventory reports
      • Incidents involving injuries to Sheriff’s Office personnel
      • Incidents involving injuries to non-Sheriff’s Office personnel, which resulted from the actions of Sheriff’s Office personnel
      • Mental health commitment investigations
      • Sheriff’s Office use of force investigations, to include accidental and intentional discharge of duty firearms
      • Investigations involving a Sheriff’s Office pursuit or PIT
      • Cases which may generate media attention
3. At the discretion of the Watch Commander other reports may be held until the next assigned shift.
4. In some cases a “working copy” of the report may be retained at the workstation. Personnel assigned to investigative functions may need to retain “working copies” of reports and supporting documents. In most cases all originals will be routed to the Records Unit after supervisor approval. However, some special investigative units may retain originals and supporting documents within their respective units pending case closure or referral to the Prosecutor’s Office. In these cases a copy of the case file face sheet shall be forwarded to the Records Unit along with an explanation of who is in control of the original documents. Generally, this practice will only take place in the following investigative units:
   a. Major Crimes (Homicide)
   b. Collision Investigation Unit
   c. Special Investigations Unit
   d. General Investigations Unit
   e. Internal Affairs Unit
   f. Property Crimes Detectives
   g. Directed Patrol Deputies

5. Auto thefts, vehicle recoveries, impound reports, theft of license plates, juvenile runaways and missing persons reports shall be faxed to Records as soon as possible and in no case later than the end of the work shift. Bailee thefts need not be faxed to Records.

6. DUI reports shall be faxed to the court of jurisdiction prior to the end of shift. Additional DUI reports shall be forwarded to the Department of Licensing hearing examiner as required.

7. Personnel shall not “hold” reports without the approval of a supervisor. Personnel should not “hold” reports when going on days off or accrued leave.

8. Reports shall be submitted in the following order of forms:
   - Prosecutor Summary (felony arrests and misdemeanors without citation)
   - Juvenile Referral (if applicable)
   - Incident report
   - Narrative
   - Additional / Follow-up narrative by primary deputy
   - Assisting deputies narratives
   - Evidence report
   - Explanation of Rights and Suspect Statement Form
   - Witness/Victim Statements
   - Medical Records Release / Waiver
   - Vehicle Theft Victim Statement
   - Voluntary Permission to Search Form
   - Domestic Violence Supplement
   - Use of Force / Miscellaneous Report
   - Child Custody Transfer Form
6.2 SUPERVISOR’S RESPONSIBILITY

1. Supervisors are responsible to thoroughly review, approve and properly route reports. In the event the shift supervisor has secured from duty, the subsequent shift supervisor shall review and route “priority” reports.

2. Reports shall be reviewed for accuracy, completeness and legal requirements.

3. If the submitted report is deemed inadequate by the shift supervisor, the report will be routed back to the writer for correction and subsequent re-submittal.

4. Once a supervisor has approved a written report, the report shall then be forwarded to the work station Law Enforcement Secretary (LES).

5. Supervisors will ensure all “priority reports” listed above are reviewed and forwarded prior to the end of their duty shift.

6. Copies of reports involving Sheriff’s Office pursuits or PIT shall be forwarded to the appropriate division commander prior to the end of shift.

7. Supervisors shall close and clear submitted reports for NIBR’s and UCR reporting purposes. The following is an excerpt from the NIBR’s handbook and shall act as a guide in clearing and closing reports;

   **IBR Clearance Guide**

   An incident is cleared when it is “solved,” either by arrest or other “exceptional” means, or closed due to a lack of information or evidence.

   **Arrest / Adult**

   A supervisor may close and clear a case under this section anytime a case has been “solved” and the suspect has been either arrested and booked into
jail or referred to the prosecutor’s office with sufficient information to form probable cause, e.g.

The burglary suspect was located on scene and booked into the jail.

-OR-

The suspect in a burglary was identified via follow-up investigation and a confession was obtained. However, a custodial arrest was not made and the case was referred to the prosecutor for formal charging.

**Arrest / Juvenile**

Same as Arrest/Adult except for juvenile suspects.

**Exceptional / Adult** (UCR Handbook, NIBRS Edition, page 34)

In order to clear an offence by exceptional means, all of the following four conditions must be met:

a. The investigation must have clearly and definitely established the identity of at least one offender.

b. Sufficient probable cause must have been developed to support the arrest, charging, and prosecution of the offender.

c. The exact location of the offender must be known so that an arrest could be made.

d. There must be a reason, outside the control of law enforcement, which prevents the arrest. Only the following reasons are allowed:

   i. Death of the offender
   
   ii. Prosecution declined
   
   iii. Extradition denied
   
   iv. Victim refused to cooperate in the prosecution
   
   v. Juvenile not taken into custody

**Note:** Incidents referred to the prosecutor for charging decisions are not considered “cleared” in accordance with the National Incident Based Reporting System. The incidents remain open until one of the listed reasons above is met.

**Exceptional / Juvenile**

Same as Exceptional/Adult

**Unfounded**

To clear an incident as unfounded, all of the offences in the incident must be found to be false or baseless, e.g.

Via follow-up interviews and investigation it has been determined that a rape victim has fabricated the story.

-OR-
Via follow-up investigation a malicious mischief investigation has been determined to have been an accidental damage to property

**Closed / Other**
Information only reports, civil matters, or an assist to another agency.

**Closed / Insufficient**
Closed because lack of information or evidence to satisfy all the elements of the crime. A Supervisor may close a case under this code anytime the Supervisor has determined that there is a lack of investigative leads or a lack of investigative resources.

8. Supervisors shall ensure all personnel of their command are familiar with the content of this policy and operating in compliance.

6.3 **LAW ENFORCEMENT SECRETARY RESPONSIBILITY**

1. Law Enforcement Secretaries are responsible for distributing completed and approved reports. This includes those reports routed to specialized functions and/or investigative units for follow-up and reports distributed outside the Sheriff’s Office.

2. The Law Enforcement Secretaries shall make copies of all reports and distribute those copies based on the below list. Originals of all reports shall then be forwarded to the Records Unit for filing. Law Enforcement Secretaries shall ensure that the case files are in the order outlined in section V.A.7 of this S.O.P.

3. Law Enforcement Secretaries shall copy stand alone criminal citations routing the citation itself to the appropriate court and the copy of the citation face sheet and narrative to the records section.

   a. Admin. – Administration
      i. Newsworthy incidents for the Public Information Officer
      ii. Malicious harassment
      iii. Loss of or damage to county property
      iv. Incidents with potential to expose the Sheriff’s Office or County to potential liability
      v. Reports regarding injuries to a Sheriff’s Deputy

   b. Court – District Courts
      i. Reports with citation attached

   c. CPS – Child Protective Service
      vi. Any report involving the welfare of a child

   d. Det. – Detectives
      i. All felony crimes regardless of suspect information, write in the appropriate unit;
      ii. Precinct
         • Burglary
         • Theft
• Vehicle Theft
• Taking motor vehicle w/o permission
• Malicious Mischief
• Possession of Stolen Property
• Trafficking in Stolen Property
• Eluding
• Domestic Violence related reports

iii. General Investigations Unit
• Identity theft (multiple victims)
• Computer related crimes
• Embezzlement
• Internet crimes
• Unlawful Issuance of bank checks
• Forgery
• Identity Theft
• Reports naming a Registered Sex Offender

iv. Major Crimes
• Homicides
• Felony Assault
• Robbery
• Kidnapping / Unlawful Imprisonment
• Criminal Mistreatment
• Malicious Harassment
• Death Investigations
• Drive by shootings
• Missing Persons- Adult
• Extortion
• Adult Protective Service Referrals

v. Special Investigations Unit
• Crimes against children
• Sexual Assaults
• Custodial Interference
• Child Protective Service Referrals
• Missing Persons- Juvenile

vi. Snohomish Regional Drug Task Force
• All drug cases involving asset seizures
• Drug cases regarding trafficking, manufacturing, or possession with intent to deliver narcotics
• Any cases containing a suspect that wishes to become a confidential informant

vii. Organizational Development Division
• Use of Force/Miscellaneous Reports

e. Department of Corrections
i. Any report where an offender on ACTIVE supervision is arrested
ii. Any report where a Deputy assists DOC
iii. Probation Violations
f. DSHS – Department of Social and Health Services
   i. Welfare fraud
   ii. Food Stamp theft/fraud
   iii. Section eight (HUD) housing violations
g. HD – Health Department
h. Juv. – Juvenile
   i. Juvenile probation violation reports
   ii. Youth at Risk (YAR) violations
i. MH – Mental Health
j. PA Prosecuting Attorney
   i. Misdemeanor crimes referred for review and charging
   ii. All felony bookings
k. PAT – Patrol
   i. Reports to be posted for information and roll call briefing
l. PROACT – Directed Patrol
   i. Reports involving neighborhood drug activity
   ii. Reports involving habitual offenders
   iii. Reports or arrests that may lead to informant development
m. Traf – Traffic
   i. Collision Investigation Unit
   ii. Traffic collision reports
   iii. Hit and run report with suspect

7. REPORT CONTENT REQUIREMENTS

7.1 INCIDENT REPORTS

1. Case reports are a critical component of law enforcement. Reports are utilized in many subsequent actions. Such actions include but are not limited to criminal and civil court proceedings, national and local crime statistics and law enforcement intelligence. Therefore case reports completed and submitted must contain detailed information.
2. A complete field report will include the following information:
   a. Case number
   b. Title or Violation including RCW when applicable
   c. Dates and times of report and occurrence
   d. Location of event including type code (residential / street / business)
   e. Persons data i.e. type code (victim / witness, other) name, address, phone numbers, date of birth, physical description, employment. Any person named in the report narrative must be named in a person data section of the report.
   f. Subject data i.e. type code (suspect / arrested / missing / runaway / other), name, aliases, address, phone numbers, date of birth, physical description, employment / occupation, social security number, drivers
license number and state of issuance, violation information, citation and/or warrant number, arrested / booked, arrest date and location

g. Vehicle data i.e. vehicle code (stolen / recovered / located / impounded / evidence impounded / seized / abandoned / damaged or vandalized / other) these are required fields to be completed on all vehicle reports, victim’s or suspect’s vehicle, hold for information, license number and state of issuance, VIN, year, make, model, style, color, special features, driver information, registered owner information, vehicle disposition (left at scene / towed / driven away), tow company information)

h. National Incident Based Reporting System (NIBR) data boxes.

3. Any field reporting system in use by or otherwise adopted by the Snohomish County Sheriff’s Office shall contain data collection and clearance/closure fields as required by NIBR’s.

4. Any information gathered or discovered by a reporting Deputy applicable to NIBR’s must be included within these data fields.

7.2. REPORT NARRATIVES

1. Narratives shall be written using the first person active voice style of writing; e.g.

   I contacted the suspect. I collected the evidence.

   As opposed to:

   This deputy contacted the suspect. The evidence was collected by me (or whomever)

   • Narratives shall be written in chronological order;
   • Narratives shall be drafted using proper capitalization and punctuation. Hand written narratives shall be written in black ink.

2. Narratives shall contain the full name of persons involved on the first occurrence within the narrative, and at least the last name throughout. Narratives involving persons with the same last name should include the subject’s full name on the first occurrence and the subject’s first name in subsequent occurrences. Narratives should not contain person type designators such as, V-1, S-1, etc. e.g.

   I contacted Hans Mueller at the Shell station. Mueller told me his ex-girlfriend, Shelly Howard, called him in violation of a no-contact order. I made a check of Howard and found that the order was valid, but had not been served. I asked Mueller if he knew the whereabouts of Howard.

   or

   When I arrived I contacted Samuel Stanford. Samuel told me his wife, Gladis Stanford slapped him across the face during an argument. When I spoke with Gladis, she said, “Yeah, I slapped him, he deserved it.”
The narrative shall completely, accurately and objectively describe the observations made by the writer as well as actions taken. Additionally, sources of respective information must be articulated in the report, e.g.

As I spoke with Mary, I observed she was crying, her hands were shaking and her voice was trembling. Mary was breathing heavily and leaned against her car throughout our conversation.

As opposed to:

Mary was upset.

AND

Johnson told me that he watched the car swerve over the center line three times before crashing into the oncoming car.

As opposed to:

I was told that the car swerved over the center line three times before crashing into the oncoming car.

The narrative shall give quotes and paraphrase statements made by witnesses, victims and suspects. This goes to the support of the written statement given by those subjects. The writer should not repeat subject statements verbatim, but articulate what was told and by whom. Additionally, excited utterances or statements specific to the crime should be quoted in the narrative, e.g.

As I spoke with Jones he told me that he saw his wife pick up the gun and point it at him.

or

As I spoke with Jones he stated, “I was so angry that I picked the gun up and shot her.”

Subjective opinions should not be offered in the narrative without sufficient basis or foundation also being offered.

The report narrative must also give precise descriptions of evidence, where the evidence was found and by whom. The disposition of such evidence should also be included.

Narratives often serve testimony in a court room setting. For this reason the report narrative must portray detailed and logical explanations of the event and surrounding circumstances and provide a clear picture to readers.

Criminal report narratives shall completely describe the elements of the respective crime(s) and detail the circumstances that lead the Deputy to have probable cause to make an arrest. The importance of the elements of a crime and a Deputy’s probable cause cannot be over stated. Criminal cases are built on the foundation of a properly written narrative that articulates these facts and actions. When uncertain, a writer may use the investigative
checklists as a resource in drafting narratives. The checklists are located on the county computer network “S” drive.

9. Non-criminal reports shall also articulate the circumstances that led the writer to draw a certain conclusion and support the decisions made.

10. The narrative conclusion should draw the entire incident together by paraphrasing the incident and the decisions that the writer made. The conclusion should also state the incident disposition, e.g.

   This case report will now be forwarded to the Snohomish County Prosecutor’s Office as a First Degree Assault for review and charging.

11. Narrative sheets shall contain an incident classification, report number, and the name of the victim(s). Additionally, this sheet shall contain a block at the bottom to contain the originating Deputy’s name / signature and personnel number as well as the approving supervisor name / signature and personnel number.

12. Narratives should document any investigative action not taken with a brief explanation, e.g.

   I was unable to take a written statement from the business owner due to the late hour. The owner advised me via telephone that he will open the business at 0700 and be available to write a statement.

13. A perjury statement must follow the written narrative and be initialed or signed by reporting person. The standard perjury statement states:

   “I certify or declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct”

7.3. FOLLOW-UP NARRATIVE

1. The purpose of the follow-up narrative sheet is to allow the primary reporting party and/or the follow-up investigator to report additional details found through subsequent investigation.

2. The content within a follow-up narrative should follow the same guidelines listed in the narrative section of this document. The follow-up narrative form shall contain:
   a. Incident classification
   b. Report number
   c. Name of original victim(s)
   d. Report date
   e. Type of original report
   f. Date of the original report
   g. Connecting or related case report numbers
   h. Narrative
(Note regarding recovered stolen vehicles. The reporting personnel completing a vehicle recovery report should entitle the report “Vehicle Recovery” under the incident classification.

3. This information will generally be contained within the header of the form. Additionally, this sheet shall contain a block at the bottom to contain the originating Deputy’s name and personnel number as well as the approving supervisor name and personnel number.

4. The perjury statement must also be stated following the follow-up narrative.

7.4. SUPPLEMENTAL REPORT

1. The purpose of the supplemental report is to allow secondary or assisting personnel to report on their actions and observations at a crime scene or incident while assisting or acting in a “back up” capacity. Suspect(s) or subject(s) contacted by the assisting deputy and not reflected on the report face sheet by the primary deputy may be listed on the supplemental face sheet. The supplemental face sheet will contain the same general information regarding person(s) as the report face sheet. The content of the supplemental narrative shall follow the same guidelines listed under the narrative section of this document.

2. The following information is required on the supplemental report form:
   a. Incident classification
   b. Report number
   c. Report date
   d. Date of report
   e. Narrative

3. The perjury statement must also be stated following the follow-up narrative.

7.5. PROPERTY REPORT (SH241)

1. The property report is meant to document all property lost, found, stolen, recovered, damaged, destroyed or vandalized during an incident. It serves as a supporting document to the narrative by listing specific descriptions and property values.

2. The property sheet shall list:
   a. The case report number
   b. Date of recovery
   c. Quantity and total value of all items listed

3. Additionally, this sheet should individually list the items by number and action code i.e. stolen / recovered / lost / found etc., give a brief item description, serial number, brand and model if applicable.

7.6 EVIDENCE REPORT (SH238)

1. The evidence report is similar to the property sheet, but meant to act as a booking sheet for evidence booked into the regional evidence/property
room. Any physical evidence booked into the evidence/property facility must be accompanied by an evidence report.

2. The evidence report shall contain
3. Case report number
4. Incident classification
5. Name of suspect
6. Action type codes
7. Blocks regarding where the item was booked i.e. precinct lockers/property room / other
8. Name and personnel number of the booking personnel
9. Date and time that the item was booked
10. Name of the property room personnel who received the item and the date and time that it was received.
11. Each item should be separately listed on the evidence report. Bags or unlocked containers shall be inventoried by item and content, as opposed to a bulk evidence item. The separate listing should contain all applicable information including:
   a. Action code i.e. safekeeping / evidence / found
   b. Item line
   c. Description
   d. Serial number
   e. Make and model line if applicable
   f. Additionally the listing should contain a place to list the name and contact information of the owner
   g. Property room control bar code and storage location.
      i. All chain of custody and evidence transfers shall be tracked per the Evidence Control Standard Operating Procedure.

7.7 INCIDENT DATA / SUSPECT DATA CHECK SHEETS
1. Incident and Suspect Data check sheets contain data information critical to the criminal intelligence, crime analysis and NIBR’s / UCR reporting functions with the Sheriff’s Office. These check sheets shall be completed on any criminal incident report when applicable information is available.

7.8 ADDITIONAL INFORMATION REPORT FORM (SH138)
1. The additional information report form may be used by a witness or victim when additional information applicable to the investigation is discovered. This form may be left with the victim/witness to be forwarded or mailed at a later date.
2. The victim/witness may list additional witnesses, suspect(s), missing or stolen property, recovered property or any other incident specific information that could lend to solvability.

7.9. USE OF FORCE / MISCELLANEOUS REPORT (SH292)
1. The Use of Force/Miscellaneous Report is a multi-use form intended to be used for the following situations:
a. Warrant Arrests  
b. Vehicle Pursuits  
c. Firearm Deployment  
d. Use of Force Incidents

2. The Sheriff’s Office Organizational Development Division shall receive copies of all Use of Force/Miscellaneous Reports involving vehicle pursuits, firearm deployment and use of force incidents for training review and for entry into a database for statistical uses.

3. Warrant Arrests  
a. The Use of Force/Miscellaneous Report is to be used for all warrant arrests, unless an incident report is being completed in place of the Use of Force/Miscellaneous Report.  
b. A report number shall be put at the top of the report and the original report shall be sent to the records unit.

4. Vehicle Pursuits  
a. The Use of Force/Miscellaneous Report shall be used for all vehicle pursuits.  
b. If a vehicle pursuit does not involve further investigation, charges being filed, injury or a collision, then the Use of Force/Miscellaneous Report can be used in lieu of an incident report. In all other cases the Use of Force/Miscellaneous Report will be used as a supplemental form. In either case the original shall be forwarded to the records unit and a copy shall be forwarded to the Sheriff’s Office Organizational Development Division for review by the Training Sergeant and entry into a database.

5. Firearm Deployment  
a. If a firearm is deployed then the Use of Force/Miscellaneous Report shall be completed. If an incident report was required as a result of the incident then the original of the form shall be sent to the Records Unit. In all cases, a copy of the Use of Force/Miscellaneous Report shall be sent to the Sheriff’s Office Organizational Development Division for review and entry into a database.  
b. Deployment of a firearm shall mean: the firearm was removed from its secured location, was brought to low ready and a person was confronted with verbal commands. (This shall not apply to training where Simunition guns or other training guns are used)

6. Use of Force  
a. Use of Force for reporting purposes shall mean: application of force was used to gain compliance and a level one, two, and/or three technique was used on a subject.  
b. If there is use of force then the Use of Force/Miscellaneous Report shall be completed by each deputy who used force on each separate person whom force was used. Individual deputies will only fill out their own actions and not the actions of other deputies when completing the deputy’s actions section of the form.
c. An incident report is not required for use of force if no charges will be filed and there are no injuries or death to an officer or subject. In all cases where Use of Force/Miscellaneous Reports are used to document force, a copy of the report/s shall be forwarded to the Sheriff’s Office Organizational Development Division for review and entry into a database. A copy of all reports relating to the use of force, including incident reports, supplemental reports and Use of Force/Miscellaneous Reports shall be forwarded to the deputy’s supervisor. The supervisor shall forward a copy of all reports to the appropriate precinct or division commander for review. If there have been any injuries or death to any suspect/s, Sheriff’s Office personnel, and/or citizen/s, the precinct or division commander shall also forward a copy of all reports to their respective Bureau Chief.

7. General Instructions
   a. The top boxes marked Warrant Arrest, Vehicle Pursuit, Firearm Deployed and Use of Force will be checked as required. At least one of these boxes must be checked.
   b. If the report will be sent to Records a case number shall be entered. If it will not be sent to Records then an incident number will be entered. It is not necessary to enter both numbers.
   c. Suspect information will be filled out for each suspect if a suspect is known.
   d. Date, Time, and Location of the incident will be filled out on all report forms.
   e. Only boxes that are checked need to have something entered in them. Therefore, sections need not have lines slashed through them or items crossed out if they are not being used.
   f. When completing the “DEPUTY’S ACTIONS” section, boxes that apply will be marked with a (+) plus if the technique used was effective and marked with a (-) minus if the technique used was ineffective.
   g. The narrative section is for a brief narrative of what occurred. Additional pages may be added.
   h. Deputies will put their name and personnel number in the appropriate section.
   i. The routing section shall be marked and forwarded as appropriate.

7.10. COMMUNITY BASED /ONLINE REPORT(SH263)
1. General Information and Criteria
   a. A report concerning a theft, malicious mischief, or lost property incident, in which the dollar amount of loss or damage is $5,000.00 or less, there is no suspect or witness information, and there is no physical evidence at the scene, may be handled with a Mail-In Community Based or Online Report. Essentially, the criteria for use of this reporting method are the same as those outlined for taking an in-house report in the precinct. However, this form is actually mailed to
the victim/complainant or obtained by the victim/complainant through the use of the following web hyperlink: http://sheriff.snoco.org and submitted via internet. When the report is returned or submitted by the victim/complainant with complete details regarding the reported incident, a case number will then be assigned.

b. If a deputy sheriff is on an incident that meets all of the required criteria for the Mail-In Community Based/Online Report form, the deputy may provide the victim with a report form or the above mentioned web address.

2. Completing the form (Community Based Report)
   a. Deputies are responsible for completing the shaded areas of the report form (except for the area marked “CID Screener”) and marking the appropriate precinct box prior to mailing it to the victim.
      • The appropriate precinct should be marked at the bottom of the form. It is very important that you mark this box to indicate to the caller where they need to mail the form when it has been completed. This is obviously based on the location of occurrence.
      • “ADDRESS/LOCATION OF INCIDENT” To ensure proper handling of the Mail-In Community Based Report first obtain the address where the incident occurred to determine jurisdiction. This address will be written in this box and the corresponding reporting area will be entered in the “area” box.
      • “TODAY’S DATE AND TIME”: Enter the current date and time in this box.
      • “INCIDENT REPORTED AS” Determine the general nature of the incident, i.e., Theft II, Malicious Mischief II, Lost Property, etc., and enter that in this box.
      • IBR Code Box: Enter the appropriate IBR code with the hazard factor symbol of *. This symbol will be used as a hazard factor for all Mail-In Community Based Reports regardless of the type of crime.
      • DISCLOSURE: Mark the appropriate box.
      • VICTIM’S NAME, MAILING ADDRESS AND TELEPHONE NUMBER
      • DESCRIPTION: A brief note about the damage or loss.
      • A priority of “3”.
      • The PATROL AREA for the location of occurrence.
      • The appropriate IBR CODE including the correct hazard factor symbol for Mail-In Community Based Report.
      • Enter the resulting INCIDENT NUMBER on the Mail-In Community Based Report.
   b. The form is fairly self-explanatory. The victim is to fill out the remaining boxes, list whatever property was lost, damaged, or stolen,
and then give a brief narrative regarding what happened and how it happened. The incident number is made available to them on this form if they need to use it for insurance purposes or if additional information becomes available for follow-up. The reverse side of the form gives additional instructions and examples to assist in the completion of the report.

c. Appropriately address an envelope (verify the address where the caller wishes the form to be mailed) and send the form to the caller. Until the completed form has been received at the precinct, investigators will have no information regarding the occurrence so emphasize the importance of returning the report to the appropriate precinct as soon as possible.

3. Routing

Once a Community Based/Online Report has been received at the precinct, then the Law Enforcement Secretary shall obtain a report number and enter that number in the box marked “REPORT NUMBER”; then appropriate copies shall be made with the original being sent to Records for filing and entry into the Incident Tracking System.

7.11. VICTIM / WITNESS STATEMENTS (SH48 / SH233)

1. During primary and follow-up investigations of crimes and incidents written statements shall be taken. Statements should be taken from;
   a. Complainants / Victims
   b. Witnesses
   c. Suspect(s)

2. Statements may be hand written or computer generated.

3. When practical, reporting personnel should write the statement for the witness / victim. This is to ensure accuracy, completeness and ensure legal requirements are included.

4. In the event where a statement is required from a domestic violence victim, the victim should hand write their own statement. This practice will assist during any subsequent court proceedings where the victim may deny making a specific statement. If the victim does not sufficiently complete the statement, it may be necessary for the Deputy to write a second statement for the victim and paraphrase the victim statement in the narrative portion of the report.

5. Statements forms shall include:
   a. The victim / witness name
   b. Date of birth
   c. Physical descriptors
   d. Residential and employment addresses
   e. Contact telephone numbers
   f. Place, date and time that the statement was taken.

6. The narrative portion of the statement should be written in the first person and chronologically document the incident. The statement should give full descriptions of suspect (s) or persons of interest and specify items lost, stolen or damaged and injuries sustained. The specific information included
in a statement differs from one offense to the other, but should totally summarize the event or incident.

7. Deputies shall read the statements to ensure clarity and completeness prior to releasing the subject. Personnel shall ensure that the subject reads and initials the perjury statement prior to signing the statement. The statement must then be signed by the Deputy who obtained the statement.

7.12. VEHICLE THEFT STATEMENT (SH288)
1. This form shall be used to report a stolen motor vehicle. The form contains standard questions specific to that crime and a narrative section.
2. Statements forms shall include:
   a. The victim / witness name
   b. Date of birth
   c. Physical descriptors
   d. Residential and employment addresses
   e. Contact telephone numbers
   f. Place, date and time that the statement was taken.
3. Reporting personnel shall ensure that the subject/victim reads and initials the vehicle impound statement included on the form.
4. Personnel shall review the statements to ensure clarity and completeness prior to releasing the subject. Deputies shall also ensure that the subject/victim has signed the statement after reading the perjury statement at the bottom of the statement form. The statement must then be signed by the Deputy who obtained the statement.

7.13. DOMESTIC VIOLENCE SUPPLEMENT (SH217)
1. Personnel shall use this form in the primary investigation of any domestic violence assault.
2. This form is a supplement to the Deputy’s narrative and an investigative check sheet. This form is not to act as a replacement to a witness statement or written report.
3. The form shall contain the case report number and each field shall be completed with applicable information.

7.14. CRIMINAL SUSPECT DESCRIPTION REPORT (SH67)
1. Criminal suspect description reports may be used by personnel investigating incidents where the suspect is not known to the witness or victim.
2. This document is a supplement to the witness statement as well as a suspect/vehicle description check sheet.
3. The criminal suspect description report should list one suspect or suspect vehicle only. An additional form would be required for each additional suspect.

7.15. PROSECUTOR’S SUMMARY (PA084)
1. This summary report is required by the Snohomish County Prosecutor’s Office and is used by the charging Deputy Prosecutor and staff to ensure that the case file is routed to the appropriate unit within the Prosecutor’s
Office. Additionally, it allows the staff in that office to make routing and prioritization decisions without reading the entire case file.

a. For example a case file accompanied by a Prosecutor’s Summary that points out that a suspect is in custody must take priority over a non-custodial case. In the event of a custodial arrest that case file will be expedited to the appropriate unit within the Prosecutor’s Office for charging and review.

2. Each field report submitted to the Prosecutor’s Office for a felony offense or a misdemeanor offense referred for charging without a citation shall contain a Prosecutor’s Summary Report. This rule is applied to adult or juvenile cases.

3. The form must be completed with the appropriate and available information by the Deputy and contain a brief synopsis of the incident. “See narrative” shall not be written in the summary.

7.16. JUVENILE COURT REFERRAL (JP115)

1. Juvenile Court Referral forms are required to be attached to any case file forwarded to the Prosecutor’s Office for a juvenile offense.

2. These forms must contain the Sheriff’s Office case report number as well as the appropriate and available information requested on the form.

8. CRIMINAL CITATION AND CIVIL INFRACTIONS

8.1. CITATIONS (CURRENTLY SUSPENDED)

1. Formally known as the “Washington Uniform Court Docket”, citations serve as the charging document in misdemeanor and gross misdemeanor cases (i.e.; the deputy is not only arresting the person, but also charging him/her with the crime as well, unlike felony cases wherein only deputy prosecutors may file a charge.)

2. Criminal citations may be issued for any adult misdemeanor or gross misdemeanor violation. Criminal traffic citations may be issued to any person 16 years of age or older. The completed criminal citation must accompany a written case report if the subject is booked into jail or for non-traffic criminal violations.

a. Criminal citations may act as a stand alone reporting document in the event of a misdemeanor or gross misdemeanor charge where there are no witnesses or evidence to be listed. In this event personnel shall write their narrative on the back side of the first copy and add narrative forms as needed to sufficiently document the incident. In this example, the front of the citation would act as the report face sheet as well as the charging document for court purposes.

3. In the event that a Deputy issues a criminal citation that will act as the stand alone report, a case number must be drawn and assigned to that citation (an incident number will not suffice in this situation). The case report number must be written in the top right corner of the citation.
4. Criminal citations shall not be issued to a subject who is also being charged and/or booked for a felony crime.

8.2. NOTICE OF INFRACTION (NOI’S)
1. NOI’s are civil infraction charging documents issued to violators for non-criminal, civil violations.
2. The narrative section of the NOI is located on the backside of the first copy. This section must be completed with the details of the incident and contain the observations that provide probable cause as well as the elements of the violation.

9. FIELD INTERVIEW REPORTS (SH209)
Field Interview Reports (FIR’s) are intended as a tool to document the identity of a subject(s) during a suspicious circumstance and/or for intelligence gathering details.
1. The field interview report card contains the following information blocks
   a. Incident number
   b. Date and time of the contact
   c. Location of the contact
   d. Circumstances or incident type
   e. Suspect(s) personal information
   f. Associate(s)
   g. Vehicle.
2. The incident narrative should contain sufficient information to articulate the reason for the contact and circumstances that would be useful for dissemination to other law enforcement personnel.
3. Any subject contacted in a field interview situation who is found to be under active supervision of the Department of Corrections shall be documented on a F.I.R. card. A copy of the card shall be forwarded to the Department of Corrections for review.
4. Following completion of this report and data entry it shall be routed to the crime analysis / intelligence unit for review and dissemination.

10. WASHINGTON STATE POLICE TRAFFIC COLLISION REPORT (PTCR)
Deputies shall complete PTCR’s on traffic collisions per RCW 46.52.030.5 and RCW 46.52.070. PTCR’s shall be completed on traffic collisions involving property damage of $750 or greater, any injury however slight or any collision involving a county vehicle. Additionally, a PTCR shall be completed in the event of any hit and run collision regardless of the amount of damage.
1. The Police Traffic Collision Report Instruction Manual shall be followed in completing a PTCR.
2. PTCR’s may act as a stand alone incident report for traffic collisions. They may also replace the face sheet for collisions involving crimes. These crimes include
   a. DUI with a collision
   b. Hit and run
   c. Vehicular assault
d. Vehicular homicide.

11. UNIFORM WASHINGTON STATE TOW / IMPOUND AND INVENTORY RECORD

Tow and inventory reports shall be completed anytime a vehicle is towed or impounded.

1. This report may act as a supporting document in an incident report or as a stand-alone reporting document in certain circumstances where an incident report is not needed. An example of this may include an abandoned vehicle report or an un-reportable collision where the driver or registered owner has left the scene and is not available for contact by the reporting Deputy. In these instances a narrative must be included on the report listing the circumstances.

2. The Tow/Impound and Inventory report shall list items of value, significance, or evidence that are located inside of the vehicle in open or unlocked areas. Items of high value or those that present a safety concern (firearm, laptop computer, etc.) should be booked into evidence for safekeeping regardless of their evidentiary value.
   a. An exception to the inventory requirement is cases of evidence impounds where a search warrant will be sought to process the vehicle. In such cases, the vehicle inventory shall be completed pursuant to the signed search warrant.

3. The Tow / Impound and Inventory reports are provided in triplicate and shall be distributed as indicated on the bottom of each copy. This report shall be faxed or otherwise submitted to the Records Unit by the end of the reporting Deputy’s shift.

12. WASHINGTON STATE PATROL DUI REPORT PACKET

WSP DUI packets are to be completed for driving under the influence arrests and act as a supporting document to the incident report. A face sheet or PTCR (in the event of a collision) must accompany the completed packet. The entire packet must be submitted even if a portion of the packet is not utilized.

1. The narrative section shall be utilized for the handwritten report. However, in the event that a computer generated narrative is utilized, the writer shall sign the perjury statement on the narrative page and submit it along with the report or type the perjury statement verbatim at the conclusion of the computer generated narrative. The Deputy shall then sign and date that statement.

2. Personnel shall write the respective case number on each page of the packet and ensure that the entire packet is turned in and forwarded to Records.

3. Personnel are to ensure that only the most current report packet is used.

13. MERCHANT THEFT REPORT

13.1 POLICY

The Merchant Theft Report method will be made available to retailers that employ full-time security staff. Security officers shall successfully complete
Sheriff’s Office training in the use of the Merchant Theft Report and all other associated documents. Security Officers shall submit reports within 24 hours of their completion and shall not substitute “in-house” reports for official Sheriff’s Office documents. If a merchant requests that a deputy be dispatched and complete the paperwork this request shall be honored.

The Merchant Theft Report is a multi-use form intended to be used in the following situation:

1. Shoplifts
2. Gas Drive-offs
3. Misdemeanor thefts (with or without suspect information)
4. Misdemeanor Merchant Insurance Reporting

13.2 COMPLETION

1. Store Security Personnel
   a. The Security Official completes all white areas of the form, including suspect information. If the suspect does not provide picture identification a Deputy will respond to assist in the identification of the suspect.
   b. Following the collection of pertinent data, store security personnel may call the Sheriff’s Office Records Department for a “warrants only” check of the suspect.
      i. If an extraditable warrant is located, store security personnel will be advised that a warrant exists
      ii. Dispatch will be advised of the warrant subject and create a call for service
      iii. A deputy will respond to the location to assist in the resolution of the warrant.
   c. The security official shall photograph
      i. The individual detained and
      ii. The items he/she is alleged to have taken/concealed
   d. The security official shall record the quantity, and cumulative total of all items taken/concealed. In addition, a detailed description of the items, including brand name shall be recorded on the Merchant Theft form.
   e. The security official shall complete the witness statement form detailing all essential elements of the crime.
   f. Following the completion of the form, the security official shall submit the form to the appropriate Sheriff’s Office precinct for review and case number assignment.

2. Non-suspect Thefts
   a. In the absence of a known suspect, the employee shall complete the form with all known and relevant suspect data
      i. A written statement will not be required except in cases where identifier data provides the relevant likelihood that a suspect may be eventually located.
   b. Examples of relevant likelihood may be:
      i. a valid license plate for the suspect vehicle is recorded
ii. the suspect is a “known” customer and identifiable through other means/leads
iii. independent information may lead to the successful identification of the suspect

3. Merchants will have 24 hours to file the cases at the appropriate precinct for review and assignment of a case number.

13.3 OFFICE PERSONNEL RESPONSIBILITY

1. Upon receipt of the Merchant Theft Report, a deputy will review the report to ensure that it has been properly completed.
2. If the report is incomplete or has errors, the deputy may correct the errors or return the report to the store security officer with instructions as to how to properly complete the report.
3. The Office staff member will complete all gray shaded areas of the report and assign a case number to the report.
4. If there is sufficient information to support a charge, the case will be forwarded to a deputy to complete a citation for theft. The citation would be issued as “Investigation”. A prosecutor’s face sheet will also be completed regardless of whether a citation is completed or not.
5. If the report does not document information sufficient to support charging, but has workable information, it shall be routed to the precinct operations sergeant for review and possible assignment.
6. If the report does not document information sufficient for charging or for additional investigation, the precinct staff person should close it as “insufficient” and route it as per existing report policy.

13.4 A DEPUTY WILL BE REQUIRED TO RESPOND IN THE FOLLOWING CIRCUMSTANCES

1. The suspect is combative or resists lawful detention
2. The suspect refuses to cooperate with the merchant or security official
3. The suspect does not possess valid, photo identification
4. A warrant is located for the suspect
5. The suspect assaults the merchant or security official
6. The merchant or security official reasonably believes that the suspect presents a threat to the individuals or business.
7. The crime is a felony under state law
8. The store security official requests that a deputy respond
MASTER PATROL DEPUTY (188_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

MASTER PATROL DEPUTY
MASTER PATROL DEPUTY

1. MISSION OF THE MASTER PATROL DEPUTY PROGRAM

1.1 MASTER PATROL DEPUTY PROGRAM MISSION

The primary mission of the Snohomish County Sheriff's Office Master Patrol Deputy Program is to give the Sheriff’s Office additional supervisory resources during emergency situations or during times of absence by sergeants.

1.2 MASTER PATROL DEPUTY RESPONSIBILITIES

The general responsibilities of the Master Patrol Deputy are described in the Snohomish County Sheriff's Office Manual, Chapter 4. The Master Patrol Deputy also accepts other responsibilities as assigned and approved by applicable bargaining unit rules.

1.3 MASTER PATROL DEPUTY REPORTING RELATIONSHIPS

As noted in the Snohomish County Sheriff's Office Manual, the Master Patrol Deputy is part of the Bureau of Field Operations, Patrol Division. The Master Patrol Deputy reports directly to his/her assigned sergeant/s and falls under the command of the precinct administration.

2. GENERAL PROVISIONS

1. The position of Master Patrol Deputy (“MPD”) is a specialty assignment and is not a civil service rank.

2. The position of Master Patrol Deputy shall be considered a top priority assignment. While the Master Patrol Deputy is fulfilling the duties of sergeant, he/she shall not be called to other specialty duties or training. Specialty supervisors should take this into account when selecting specialty positions.

3. A Master Patrol Deputy shall be assigned to a patrol beat unless the Master Patrol Deputy is replacing a sergeant for the entire shift at which point the Master Patrol Deputy shall not be assigned a patrol beat.

4. In the event of an emergency, critical incident, or other unusual incident or situation, an on-duty sergeant may assign the Master Patrol Deputy duties normally performed by a sergeant, as necessary.

5. Master Patrol Deputies shall be counted in the minimum staffing configurations unless replacing a sergeant for the entire shift.

6. A Master Patrol Deputy may be assigned to replace a patrol sergeant position for up to thirty calendar days. Any patrol sergeant position which shall be vacant over thirty calendar days shall, if replaced, be replaced with a provisional sergeant.
7. The Sheriff shall have the authority to determine the number of Master Patrol Deputy positions created by the Office.

3. MASTER PATROL DEPUTY SELECTION PROCESS

3.1 QUALIFICATIONS AND REMOVAL

1. Consideration for assignment as a Master Patrol Deputy shall require a minimum of five years experience as a deputy sheriff with the Snohomish County Sheriff’s Office. A deputy may substitute three years of experience as a full time sworn officer in another police agency for one year of this requirement.

2. A deputy shall be assigned to patrol for not less than twelve months immediately preceding the deputy’s selection as a Master Patrol Deputy. This shall include any uniformed assignments.

3. Master Patrol Deputies may be removed for cause. In addition, a sustained rating of unsatisfactory or improvement needed in any performance evaluation category is grounds for removal from a Master Patrol Deputy assignment.

3.2 SELECTION PROCESS

1. Announcement shall be distributed to all sworn deputy personnel for the opening of Master Patrol Deputy.

2. All interested candidates meeting the stated qualifications shall submit a letter of interest stating their qualifications.

3. Deputies meeting the minimum qualifications will take a written examination. The Sheriff shall approve the content of the exam and establish a minimum passing score. Any applicants currently on the sergeant’s eligibility list will not be required to take the written test.

4. Deputies achieving a minimum passing score on the written examination shall be invited to an oral examination in the form of a selection board. The selection board shall be appointed by the Chief of Field Operations and shall consist of a precinct commander and two sergeants from each precinct for a total of five board members.

5. The board shall subjectively evaluate each candidate’s “on-going performance” and give a single score from zero to fifty points. The board shall ask five identical questions of each candidate. Each answer shall be scored at a maximum of ten points for a maximum total of fifty points. The two scores shall then be combined for a total of one hundred possible points on the oral examination.

6. The candidates with the highest overall scores shall be selected, in order, as Master Patrol Deputy’s for each available assignment. There will be a one year list established by order of rank.
3.3 APPEAL PROCESS

1. Selections shall not be announced until five business days after the board concludes the examination process to allow for an appeal process. An appeal of the testing process or actions of the board by a candidate must be made in writing during the five business day period. Deputies submitting an appeal will specifically identify the nature of their concern. No appeal shall be accepted after the five-business day period.

2. Appeals submitted shall be directed to the Chief of Field Operations, who shall act as the hearing officer. Appeals may only be made regarding the validity of the testing process. Scoring (other than math errors), and specifically the scoring of on-going performance, is not subject to appeal.

3. If an appeal is found to be sustained, the entire testing process by that board is discarded. A new board (which could be made up of the same members) will be convened and another testing process conducted. Another written examination is not required unless the written examination was the focus of the successful appeal.

4. ASSIGNMENT

1. Master Patrol Deputies shall bid for positions annually. Bidding shall follow sergeants in the bid cycle. Master Patrol Deputy’s shall bid prior to patrol deputies.

2. Master Patrol Deputies may be assigned to a shift, at the time of bid, other than the shift bid chosen to meet the needs of the Office, however seniority shall determine any such assignments. Master Patrol Deputy’s may also be assigned outside the bid process subject to the terms of the labor agreement.

5. INSIGNIA

Master Patrol Deputies shall wear two chevrons (commonly referred to as corporal stripes) on the sleeves of their uniform at all times. The Master Patrol Deputy’s chevron, worn on each sleeve of the uniform shirt, jacket, and jumpsuit, will be centered on the press line directly below the shoulder patch. The insignia shall be placed so the top point of the chevron is approximately ¾” (short sleeve shirt and jump suit) to 1” (long sleeve shirt and jackets) below the bottom edge of the shoulder patch.

6. TRAINING

Once a deputy is selected as an Master Patrol Deputy, he/she will be required to complete the minimum required training encompassing the following topics as soon as reasonable. The below training may be conducted by sheriff’s office staff.

1. Supervisory Roles under SCSO policy
2. Crime Scene Protection
3. Supervision of Police Personnel
4. Criminal Investigation for the Supervisor
5. Internal Affairs policy and procedure
Background and Recruiting Unit (144_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

BACKGROUND & RECRUITING UNIT
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1. MISSION OF THE BACKGROUND AND RECRUITING UNIT

1.1. MISSION

The primary mission of the Snohomish County Sheriff's Office Background and Recruiting Unit is to recruit, process, and assist in the selection of candidates for positions with the Office.

1.2. UNIT RESPONSIBILITIES

The general responsibilities of the Background and Recruiting Unit are described in the Snohomish County Sheriff's Office Policy and Procedures Manual Chapter 4. The Background and Recruiting Unit also accepts other responsibilities as assigned.

1.3. REPORTING RELATIONSHIPS

As noted in the Snohomish County Sheriff's Office Policy and Procedures Manual, the Background and Recruiting Unit is part of the Human Resources Division. The Human Resources Division Commander Reports directly to the Administrative Services Bureau Chief.

Background and Recruiting Unit personnel shall report to the Human Resources Division Commander while engaged in Background and Recruiting activities.

The Sheriff’s Office Rangemaster and Planning and Research Deputy will also be part of the Background and Recruiting unit and report to the Human Resources Division Commander.

2. UNIT PERSONNEL

2.1. SELECTION OF UNIT PERSONNEL

The Background and Recruiting Unit shall be made up of commissioned personnel selected in a process conducted by the Human Resources Commander as required in the Office Manual under 5.01/004.

Members of the Background and Recruiting Unit are assigned unit duties beyond their regular assignment.

The Human Resources Division Commander shall seek out training opportunities for unit members to insure they are properly trained to conduct pre-employment investigations.
3. DUTIES OF THE UNIT

3.1. DUTIES OF THE HUMAN RESOURCES DIVISION COMMANDER

The Human Resources Division Commander receives certified applicant lists from Civil Service. The Human Resources Division Commander then schedules a pre-employment interview to meet with the applicant and have the applicant fill out applicable forms. Applicable forms shall include a consent to release information and release from liability form and the conditional offer of probationary employment. Lateral deputy sheriff applicants also must sign an additional waiver for lateral hires form. The consent to release information and release from liability form and the additional waiver for lateral hires form shall both be notarized.

The Human Resources Division Commander also performs the following duties as required:

1. Schedules polygraph, psychological, medical, and drug screening examinations as necessary for applicants.
2. Completes the background investigation on the applicant or assigns the background investigation to background and recruiting unit personnel.
3. Supervises the background and recruiting unit personnel while they are engaged in background and recruiting unit activities.
4. Staffs qualified applicants with the command staff for hire or disqualification.
5. Attends and/or assigns other background and recruiting unit personnel to attend job fairs or other recruiting assignments as necessary.
6. Grades and/or assigns other deputy personnel to grade lateral deputy sheriff written tests.
7. Completes other duties as assigned.

3.2. DUTIES OF THE BACKGROUND AND RECRUITING UNIT PERSONNEL

The Background and Recruiting unit personnel shall complete the following duties as assigned:

1. Grade lateral entry written tests.
2. Complete a thorough background investigation on applicants.
3. Attend job fairs for recruiting purposes.
4. Special recruiting projects as assigned.
5. Any other duties as assigned.
Latent Lifts and Evidence Processing (167_0).pdf
LATENT LIFTS & EVIDENCE PROCESSING
LATENT LIFTS & EVIDENCE PROCESSING

1. LATENT LIFT AND EXAMINATION FORM

1. A Latent Print Examination Form **must** accompany all evidence and latent fingerprint lift cards sent to the Identification Unit for processing or examination.

2. This form must include the following information:
   a. The agency requesting the examination
   b. The agency case number
   c. The type of case
   d. The submission date
   e. The printed name of the person requesting the examination and that person's signature
   f. Indicate if the submission is a new submission
      i. If no other evidence has been submitted to the Identification Unit on the case, the submission is a “New Submission.”
      ii. If any other evidence on the case has been submitted to the Identification Unit this submitted evidence would be a resubmission. If the Snohomish County Sheriff’s Office Latent Print number (SCSO LP number) is known then the submitting officer would fill in the SCSO LP number. If the SCSO LP number is unknown then a checkmark is placed on the resubmission line and the Identification Unit will locate and fill in the appropriate SCSO LP number.

   g. Examination Type
      i. AFIS search-- cases in which latents are submitted but there are no known or listed suspects.
      ii. Comparisons-- Cases in which latents are submitted and suspect or elimination inked prints are available.
      iii. Evidence processing (SCSO cases only) cases in which physical evidence is submitted for processing by the Identification Unit. Do not check this section if only latent lifts are submitted.
h. Special Instructions:
   i. This line is to be used to provide additional instructions as to further testing such as “after processing forward to State lab for ballistic testing” or for disposition of the evidence after processing. Do not use this section for obvious requests such as “please process for fingerprints.”

i. Evidence description
   i. This section should include the item number and a brief description of the item. Example: Item #1-one Colt .38 caliber revolver, Serial number 1234567. Item #2- six .38 caliber live rounds.

j. The total number of latent print cards and the total number of elimination print cards enclosed.
   i. The total number of elimination (non-suspect) fingerprint cards submitted with the request.
      • Submitted elimination fingerprint will be on standard fingerprint cards and with all required information filled out of the fingerprint card, i.e.; name, date of birth, date printed and person taking the fingerprints.
      • It is strongly suggested that elimination fingerprints be obtained and submitted. Elimination prints can be very useful in identifying latent fingerprints obtained at the scene of a crime.

k. Suspects
   i. All suspects will be listed by last name, first name, middle initial and date of birth (DOB).
   ii. If suspect fingerprints are submitted, the fingerprints must be inked fingerprints on a standard accurately filled out fingerprint card. Fingerprints obtained by deception without the permission of the suspect or with the use of latent fingerprint powder will not be accepted.

l. When the Request for Latent Print Examination has been filled out completely to the bottom double line, the bright yellow page (the fourth sheet of the form ) may be removed and retained by the submitting officer.

2. LATENT LIFT CARDS
   1. Latent Lift Cards must be filled out completely. The information must include all of the following:
      a. Date of Offense
      b. Victim Information
c. Incident/Case Number

d. Type of Crime

e. A diagram of object the lift(s) were taken from.

f. The orientation arrow may indicate up, down, left or right. The orientation arrow must be on drawn in the diagram area and somewhere on the latent lift side of the card to indicate same corresponding direction as the drawing. The arrow must not be on the latent lift itself.

g. A written explanation of what was processed and where the lifts were obtained. Such as “driver’s inside door window.”

h. The officer’s initials and serial number / employee number of person who processed the item and lifted the latent prints.

i. The date the latent prints were lifted.

j. Do not mark or point to anything on the lift tape to show the location of a latent print. The Identification unit staff will examine the entire latent lift and marking on the lift may obliterate faint but identifiable latents. If the person processing the item accidentally leaves their own print on the latent lift these prints may be crossed out using an “X.” This should only be done if the person processing the latent prints is absolutely certain as to the ownership of the crossed out prints.

k. All lifts must be placed in a designated latent lift envelope. Lifts will not be placed in larger manila envelopes unless the lifts are too large to fit in the designated envelope. Latent lifts will not be bent.

l. Only latent lift cards designed for fingerprint lifting will be used. Common “3X5” index type cards are not acceptable because of absorption of the powder and the print into the surface of the card. Latent fingerprint cards are designed with glossy surfaces to prevent absorption and facilitate photographing the lift. If at all possible, latent palm print lifts should be lifted onto latent print cards. If faced with a full hand print, latent print cards should still be used and each card diagrammed and an explanation should indicate from which part of the full hand print the lift was taken.

3. LATENT LIFT ENVELOPES

1. Latent lift envelopes must be filled out completely. The following information must be filled in:

   a. The case number

   b. The agency submitting the latent lifts

   c. The victim’s full name

   d. The type of offense
e. The initials and serial/employee number of the person processing and lifting latent the prints
f. The date and time the lifts were collected
g. The quantity of lift cards in the lift envelope
h. The back of the latent lift envelope will be sealed with evidence tape. The tape should not extend onto the printed side of the envelope where it may cover any information. The person processing the evidence will initial and date over the evidence tape on the back of the envelope
i. The envelope will be initialed on the printed side with the serial/employee number and initials of each person who has custody of the latent lift envelope beginning with the “From” box being filled in by the person lifting the latent print to whomever receives the envelope in the “To” box. This chain of custody will be followed each time the custody of the envelope changes hands until it is deposited into an evidence locker or turned over to an Evidence officer or Identification officer.

EXAMPLE:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson #1234</td>
<td>Smith #5678</td>
<td>1/23/98</td>
</tr>
<tr>
<td>Smith #5678</td>
<td>Evidence Locker</td>
<td>01/23/98</td>
</tr>
<tr>
<td>Evidence Locker</td>
<td>Walker #2345</td>
<td>01/24/98</td>
</tr>
<tr>
<td>Walker #2345</td>
<td>Crawford #3456</td>
<td>01/24/98</td>
</tr>
</tbody>
</table>

The Evidence went from Johnson #1234 who obtained the lifts, to Smith #5678 on 01-23-98 Smith #5678 then placed the lifts into the evidence locker on 01-23-98. On 01-24-98 Officer Walker # 2345 removed the lifts from the evidence locker. The lifts were then delivered to Crawford #3456 on 01-28-98

j. All information sections on the face of the fingerprint evidence envelope must be filled in. Failure to fill in the needed information may result in the envelope and lifts being rejected and returned through the chain of custody to the submitting officer with a rejection notice and a request for corrective action.
4. SUBMITTING EVIDENCE TO THE IDENTIFICATION UNIT FOR PROCESSING

1. All evidence must be packaged and sealed properly according to acceptable established evidentiary guidelines. Evidence which is not sealed will not be accepted by the Identification Unit.

2. Packaging:
   a. Only dry paper products may be packaged in plastic bags. No other items should be sealed in plastic due to the possibility of condensation inside the bag and the destruction of the latent prints or damage to the evidence.
   b. Firearms shall be packaged in paper firearm boxes. If boxes are not available, paper bags may be used. No firearm will be submitted without first being made safe; all rounds shall be removed from the firearm prior to submission and packaged separately.
   c. Sharp items such as edged weapons or items capable of cutting or piercing the skin will be packed securely and separately in paper boxes. The box will be identified as to the identity of the item and marked with a bio-hazard sticker.
   d. Multiple items will be packaged separately to prevent cross contamination or damage to latent fingerprint evidence.
   e. Packaged items should never be packaged so tightly that the packaging material rubs against the submitted item. The packaging material may damage the latent fingerprint evidence.
   f. Any evidence that is or might be contaminated with blood or other body fluids or tissue must be marked with a bio-hazard warning. Failure to do so may subject the Identification Unit staff to unnecessary risk of injury or infection. Any evidence which may be a hazard to handle or store must be identified as such on the exterior of the packaging surface in a highly visible location. A notation of the hazard will also be made on the special instructions section of the Latent Print Examination Request form.
   g. All evidence must be packaged and then sealed with evidence tape or PVC tape. Scotch tape and masking type tape should not be used.
   h. If staples are used to close the packaging then evidence tape must then be placed over the staples to prevent possible injury to the Identification Unit staff (bio-hazard).
   i. Initial the tape after sealing the packaged item.
   j. The use of innovative packaging is acceptable as long as the basic packaging rules are followed, to ensure the safety of persons subsequently handling the evidence, and to minimize damage and abrasion of the evidence.
LATE NT LIFT FROM CAN

1. Lift tape
   - The ORIENTATION ARROW shows the direction of the top of the can. After lifting the latent, note with an arrow, the orientation. Draw the sketch on the front of the card. On the back, note the orientation with the arrow.
   - With the combination of the arrow, the X, the sketch on the front and notations, the lift can almost be exactly relocated again if needed.
   - SEE EXAMPLES 2 and 3 BELOW

2. Initial over tape onto card
   - The ORIENTATION ARROW shows the direction of the can.
   - IGNORE the direction of the latent print as it appears on the item.

3. Offense Date
   - ORIENTATION ARROW: The arrow may go in any direction as long as it shows the same direction on the back of the card. It is easier to have it go the most obvious direction, i.e., the top of a can, the front of a car, etc.
   - SKETCH THE ITEM THE LATENT WAS LIFTED FROM. Include a written explanation on items that require more specific details, i.e., inside drivers side window. Differentiating between the inside and outside is very important.

"X" shows where the latent is on the item

Initials & Serial #

DATE LIFTED

VICTIM | CASE NUMBER
| CRIME TYPE | CRIME TYPE | CRIME TYPE |
| PEPSI | }
Region 1 SWAT Guide.pdf
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INTRODUCTION

The fundamental role of law enforcement is the protection of lives and property. In this endeavor the presence of a highly trained, highly skilled police tactical unit has been shown to substantially reduce the risk of injury and loss of life to citizens, police officers and suspects when called upon to assist in the resolution of critical incidents. To that end, the Region 1 SWAT team was established in 2012.

The Interlocal Agreement (ILA) for Special Weapons and Tactics Team (Region 1 SWAT), signed January 15, 2014, provides the foundation for Region 1 SWAT operations. The ILA lists titles which have since been changed in this document to maintain consistent terminology used by other SWAT teams. Deputy SWAT Commander is a new position to the leadership team. The Deputy SWAT Commander duties were previously Team Leader responsibilities. All references in the ILA for Team Leader are understood to be Deputy SWAT Commander in this document. The ILA makes reference to “Team Commander”. That term is synonymous with SWAT Team Commander in this document. The ILA refers to Squad Leader which is synonymous with Assistant Team Leader in this document.

The Region 1 SWAT is comprised of specially trained, highly skilled police officers and deputies from the City of Everett and the Snohomish County Sheriff’s Office. The team shall respond to any incident where special weapons, equipment and tactics are needed within the member jurisdictions and beyond if needed.

The team consists of personnel with specific skills in the areas of marksmanship, tactical response and containment, deployment of specialty munitions, and hostage negotiations. Region 1 SWAT is under the direct supervision of a SWAT Commander(s) and Team Leader. An Advisory Committee of command level personnel from both agencies provides oversight of the Team.

The purpose and intent of the Region 1 SWAT team is to serve as a specialized, flexible and mobile unit, activated to assist in the containment, de-escalation and ultimate control of all situations beyond the capabilities of today’s police officer.

It is the intent of both agencies to have such a unit as a tactical resource, and this document is intended to establish the team mandate, structure and general operating policies and procedures for Region 1 SWAT. It is not designed, nor could the manual be crafted to cover every possible detail and/or contingency that the SWAT team may encounter. This manual cannot cover every circumstance faced by a SWAT team member or Command Officer. In every situation, good judgment, common sense and training will be used as a basis for sound decision making and determination of a course of action. This manual incorporates suggested SWAT best practices as identified by the Washington State Tactical Officers Association (WSTOA) and The National Tactical Officers Association (NTOA). The parties have developed these Standard Operating Procedures, cooperatively, as required by Section 6 of the Interlocal Agreement for Special Weapons and Tactics (SWAT) Team Cooperation. The masculine designators of “he” and “his” whenever used within this manual shall mean and include all employees.
MISSION STATEMENT

The mission of the Region 1 SWAT team is to respond to incidents of a high risk nature that involve the need for specialized training and equipment, and to work as a coordinated unit in an attempt to resolve these situations without injury or loss of life. It is recognized that not all situations will end without injury or loss of life. In situations that become life-threatening, because of the actions of the suspect(s), the mission shall be one of preserving and protecting the lives of innocent citizens and the police. Incidents which meet these criteria include, but are not limited to:

1. Hostage Situations: The holding of any person(s) against their will by individual(s) believed to be dangerous.
2. Barricade Situations: A stand-off created by an armed or potentially dangerous person, in any location, fortified or not, who is refusing to comply with police demands for surrender/compliance.
3. Active Shooter: An armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.
4. Sniper Situations: The firing upon citizens and/or police by an armed suspect, stationary or mobile.
5. High Risk Apprehension: The arrest or apprehension of armed or potentially dangerous suspects, where the likelihood of armed or violent resistance is high, or where potential risk to involved officers (i.e. undercover officer), is higher than normal.
6. High Risk/Unknown Risk Search Warrant Service: Search warrants requiring, or likely to require, forced entry/dynamic room clearing techniques.
7. High Risk Surveillance: Surveillance and/or stake out operations involving suspects/operations with a high potential for armed encounter or violence.
8. Personal Protection: The security of special persons (i.e. visiting dignitaries, VIP’s, witnesses/suspects), based on threat or potential threat to their safety and/or security.
I. REGION 1 SWAT TEAM PROCEDURE MANUAL

A. General - The Region 1 SWAT team is a multi-jurisdictional unit comprised of officers from the Everett Police Department and deputies from the Snohomish County Sheriff’s Office. The team is operated under the terms of this manual and policies of the Sheriff’s Office and Everett Police Department.

B. Advisory Committee - This manual is approved by the team’s Advisory Committee, consisting of the Sheriff of Snohomish County and the Chief of Police for the City of Everett. This manual ensures adopted standards meet local, state, and federal requirements. Decisions with regard to team operations, budget, and this manual are subject to their review. This manual should be reviewed and updated as applicable, but not less than annually.

II. ORGANIZATION, TEAM STRUCTURE, and RESPONSIBILITIES

A. Incident Command - It is recognized that not all SWAT applications require the establishment of a designated command post and formal incident command system (operations, logistics, finance, etc.). It is also recognized that when a formal command post is established, the Incident Commander (Chief, Sheriff or their designee) from the operational jurisdiction of the incident retains overall incident management responsibility and authority.

B. Basic Team Structure - The basic SWAT team structure is as follows:

1 SWAT Team Commander holding the rank of Lieutenant or above
1 Deputy SWAT Team Commander holding the rank of Sergeant or above
1 Team Leader
1 Sniper Assistant Team Leader
2 Entry Assistant Team Leaders
1 Negotiations Assistant Team Leader

14 Entry Team members
5 Sniper Team members
5 Negotiations team members
6 Tactical Coordinators

SWAT Commander, Deputy Commander, Team Leader, Assistant Team Leader(s), and members will be assigned to specific tasks and responsibilities as necessary. (See Appendix “B” for general organizational chart).

C. SWAT Commander and command responsibilities - The SWAT Commander is the overall unit leader. The SWAT Commander can be from either jurisdiction and will be the rank of lieutenant or higher. In the absence of the SWAT Commander, the Deputy SWAT Commander shall assume all duties and responsibilities of the SWAT Commander. The SWAT Commander is in charge of all tactical operations
at incidents where the team has been activated. The SWAT Commander oversees all Tactical Operations Center (TOC) operations. The SWAT Commander should not serve as both SWAT Commander and Incident Commander at the same time.

1. The Region 1 SWAT Team supports the Incident Command System as appropriate. The SWAT Commander is responsible for general team functions to include but not limited to:
   - Ensuring the team is properly equipped
   - Ensuring team members meet established training standards
   - Preparing the year-end report
   - Facilitating the purchase of team equipment
   - Overall responsibility for team operations and performance

   These duties may be shared with the Deputy SWAT Commander at the discretion of the SWAT Commander.

2. On-scene responsibilities of SWAT Commander - At the scene of a SWAT team call-out, the SWAT Commander is responsible for overall operations of the SWAT response. The SWAT Commander will establish the general guidelines of how to deal with the tactical situation and supervise tactical operations. The SWAT Commander will work with the Incident Commander and other command level officers during most SWAT operations to work toward successful resolution of the situation. The SWAT Commander shall select an appropriate TOC, if not previously accomplished, and appoint assistants to help with certain details of the operation such as equipment, recording of event log, suspect information, hostage information, inner perimeter, etc. The SWAT Commander will operate out of the TOC. The SWAT Commander will also establish a SWAT staging area, oversee negotiations, and provide information and updates to the Incident Commander.

3. A command level person, or their designee, of the jurisdiction in which the incident is occurring shall serve as the Incident Commander providing oversight and direction over the entire incident. The Incident Commander shall operate out of the Incident Command Post (CP).

4. There may be incidents in which the SWAT Commander recognizes that deadly force is necessary for the defense of others. Sniper(s) may not be able to see those suspect actions which necessitate the use of deadly force. Decisions with regard to the authorization for a Sniper(s) to use deadly force, absent Sniper witnessed self-defense or the defense of another consistent with applicable law and department policy, shall be made by the SWAT Commander. It is still understood that a team member may, on their own accord, initiate these actions without prior approval if a situation unfolds that requires immediate action to protect themselves or the lives of civilians or law enforcement officers.

D. Deputy SWAT Commander responsibilities - The Deputy SWAT Commander shall be a Sergeant or above and selected by the SWAT Commander subject to approval by the Chief of Police and Sherriff. The Deputy SWAT Commander is responsible for directing the operational aspects of the team and for maintaining team discipline and professionalism.
1. The Deputy SWAT Commander, with help from the Team Leader and Assistant Team Leaders, shall be responsible for determining equipment needs, organization and planning, team tactical assignments and plan implementation for all call-outs. It is the Deputy SWAT Commander’s responsibility to communicate regularly with the SWAT Commander regarding operational status and needs.

2. On-scene responsibilities of the Deputy SWAT Commander – During SWAT activations, the Deputy SWAT Commander’s responsibilities shall include but not be limited to: directing the Team Leader, team members, and inner perimeter personnel, developing strategy and tactical plans to deal with the variety of actions which may be taken by a suspect(s), and development of a plan to resolve the situation by tactical means in coordination with, and subject to the direction and approval of the SWAT Commander. This may include coordination of entry, arrest, and negotiator teams, providing information to the command post on personnel positioning, ensuring effective containment of the inner perimeter, officer safety issues such as cross-fire, cover and concealment, target background and repositioning members when necessary. The Deputy SWAT Commander should make use of the Team Leader and Assistant Team Leaders to accomplish these responsibilities as required. In the absence of the SWAT Commander, the Deputy SWAT Commander will assume that role.

E. Team Leader Responsibilities – The Team Leader is selected by the Deputy SWAT Commander and SWAT Commander. The Team Leader is responsible for all training aspects of the team, ensuring minimum team physical performance and marksmanship standards are met, ensuring that each member’s performance on the team is acceptable and in conformance with training standards. The Team Leader will operate in the field to direct the Assistant Team Leaders and SWAT members as supported by SWAT Command. The Team Leader is responsible for the Field Training Program, ensuring trainee records are completed and reviewed. In the absence of the Deputy SWAT Commander, the Team Leader will assume that role.

F. Assistant Team Leaders – Assistant Team leaders are selected by the Team Leader, Deputy SWAT Commander, and SWAT Commanders. Assistant Team Leaders shall assist the Team Leader in the operational aspects of the team and in maintaining team discipline and professionalism. Assistant Team Leaders shall assume responsibilities as directed by the Team Leader. Assistant Team Leaders shall be responsible for the officers/deputies assigned to their team. Duties of the Assistant Team Leader include but are not limited to, encouraging and evaluating intra-team communication and advising the Team Leader of team concerns. In the absence of the Team Leader, the SWAT Commander or Deputy SWAT Commander may designate an Assistant Team Leader to assume that role.

G. Tactical Team Members – Team members shall be selected after making application and successfully passing the team’s fitness standards, firearms qualification course and an interview panel. Specific information on appointment to the team is identified in section V of this manual. Team members shall, at the direction of the Team Leader and/or Assistant Team Leaders, be responsible for:

   a. Serving as inner perimeter team, arrest team, or react team
b. Serving as Snipers or Sniper Teams

c. Evacuating citizens, witnesses, and/or hostages from the inner perimeter or other areas designated by team command

d. Rescuing a down and injured officer/citizen

e. Serve as an entry team into the suspect's location

f. The knowledge, understanding of, proper use of, and deployment of chemical agents, impact munitions and/or a noise flash diversionary device

g. Ensuring that they understand their specific role and responsibility as a member of the team and for each mission

h. Understanding the use of force guidelines, and current case law relating to search & seizure, and the use of specialized equipment.

i. Providing input to the Team Leader. What kind of input?

j. Maintain proficiency with their issued firearms

H. Negotiation Team - The negotiations team shall be comprised of a Assistant Team Leader and negotiators selected by the Team Leader, Deputy SWAT Commander, and SWAT Commander. Negotiators will be officers or deputies from the participating agencies who have been trained in crisis negotiations. They shall train with the SWAT team periodically throughout the year as determined by the SWAT Commander and Deputy SWAT Commander. All active negotiations will be under the direction of the Deputy SWAT Commander and SWAT Commander. The primary responsibility of the negotiation team is to establish communications with the suspect(s) and/or emotionally disturbed person(s) and attempt to persuade the suspect(s) to leave their position, release hostages, and/or surrender peacefully to police. Negotiators may also be responsible for witness interviews, intelligence gathering, and other duties as assigned.

1. Roles

a. The Primary Negotiator shall be responsible for communicating with the suspect(s). In the absence of specific instructions from the Negotiations Assistant Team Leader, Deputy SWAT Commander, or SWAT Commander, the lead negotiator shall use tactics or methods to communicate with the suspect, which the negotiator's training and experience suggest would be appropriate.

b. The Secondary/Coach Negotiator shall be responsible for assisting and monitoring the Primary Negotiator. Secondary/Coach Negotiators are generally the conduit of information for the Primary Negotiator.

c. The Scribe is responsible for recording negotiations information and relaying it to the Liaison and Assistant Team Leader.

d. The Liaison relays pertinent information between the negotiations and the Tactical
Operations Center (TOC).

e. Intelligence Officer(s) gathers and communicates information for use by the TOC and Negotiators.

f. The Assistant Team Leader is responsible for the negotiations operation and is under the direction of the Deputy SWAT Commander and SWAT Commander.

2. The equipment needed to communicate with the suspect(s) shall include a tape/voice recorder, telephones, throw phone, hailers and any other equipment needed to communicate with the suspect(s) and the negotiations command post. This equipment should be set-up and deployed by other trained Negotiations Team personnel, who may also be assigned to interview witnesses, gather intelligence or perform the other duties related to Negotiation Team operations.

3. The deployment/delivery of the negotiation equipment to the suspect location or other locations, which would unnecessarily put negotiators or other individuals in danger, shall be done by SWAT team personnel.

4. Due to the specialized training and skill sets required for appointment to the Negotiation Team, assignment of Negotiation Team personnel to specific duties within that unit during events should be at the discretion and direction of the Negotiations Assistant Team Leader or their designee.

5. The Negotiations Team should operate from a location separate from the TOC and ICP, but maintain close communication with the Deputy SWAT Commander and SWAT Commander.

I. Sniper Teams – A sniper is a long-range rifle marksman of the SWAT team. A sniper team is made up of two team members. When employed in teams, each member must be fully capable with his assigned weapon. The snipers shall function either as a team or individually as the situation dictates. Sniper(s) will be deployed as part of SWAT operations. As such, snipers will be under the direction of the Assistant Team Leader, Team Leader, Deputy SWAT Commander, and the SWAT Commander. Members of the sniper team must have excellent judgment and marksmanship skills. He must be able to carry out an order without regard to personal feelings when called upon to do so. He must have patience and decision making capabilities. Additional duties of the sniper team include but are not limited to the following:

1. Gather intelligence of the crisis site via reconnaissance of the planned objective area and suspect.

2. Provide cover and security for the entry team's approach and escape route(s).

3. Eliminate the threat of a suspect by that force necessary to protect life when authorized by
command level officer to do so, or when the situation dictates that action be taken to protect his life or the life of another person.

J. Public Information Officer (PIO) – The PIO will fall under the supervision of the Incident Commander when Incident Command has been established. The PIO will act as a liaison between Incident Command and the media at an established media staging area that is separate from the incident, the Incident Command Post and the Tactical Operations Center. Press releases of high profile SWAT incidents will be prepared by the PIO of the jurisdiction in which the incident took place.

K. Tactical Coordinators – Tactical Coordinators are assigned as necessary to assist with TOC operations, radio communication, equipment maintenance, staging area, training, and other duties as assigned by the SWAT Commander or Deputy SWAT Commander. Tactical Coordinators also assist with operating tactical vehicles such as the command post vehicle, DEM command van, and bearcat if they are properly trained in their operation.

III. PHILOSOPHY

By their nature, tactical operations are complex situations and inherently hazardous. The successful management and resolution of an incident often involves the need for decisions that may affect the safety of persons involved. Due to this, all operational/tactical decision making shall be made based on the priorities of life known as the Safety Priorities.

A. Safety Priorities:

1. Hostages
2. Innocent Persons/Citizens
3. Police Officers
4. Suspects/Subjects

B. The safety of suspects shall be a consideration; however, the life of a suspect shall not take precedence over the life of hostages, innocent persons/citizens, or police officers, regardless of the state of negotiations or any other activity designed to take the suspect into custody.

C. Tactical Options

The SWAT team shall attempt to use tactics and contingency planning to have options in place to achieve a successful tactical resolution. The following situations and options are not all inclusive and less lethal options shall always be considered.

1. Hostage Situation: In Hostage Situations, negotiations are the preferred method to achieve a resolution; however, the SWAT team should be prepared to implement an immediate tactical option if necessary to protect life.
2. Barricade Situation: Negotiations are the preferred method to achieve a resolution; however, the SWAT team may also utilize an escalation of options which may include, surround and call out, breach and hold, introduction of noise flash diversionary device, introduction of chemical agents and/or less lethal options.

IV. CODE OF CONDUCT

A. Region 1 SWAT members shall conduct themselves in a professional manner both on and off duty. Any behavior which discredits the member or team and diminishes the effectiveness of either will be grounds for removal. Examples of such behavior include, but are not limited to:

1. Not reporting for duty (scheduled or call-outs).
2. Dishonesty.
3. Insubordination.

B. Service with the Region 1 SWAT team is a privilege, and accordingly, issues concerning conduct shall be decided on behalf of the team, and the impact such conduct has on the following unit priorities:

- Unquestioned integrity.
- Discipline.
- Professionalism.
- Tactical preparedness.
- Physical fitness.

V. SELECTION TO THE SWAT TEAM

The Region 1 SWAT Inter-local Agreement (ILA) shall determine the number of officers/deputies assigned to Region 1 SWAT. When a position on the SWAT team becomes available, the vacancy may be filled by an officer or deputy from a selection process pursuant to a call for applications. All vacancies will be filled pursuant to applicable labor agreements. The selection of an officer or deputy is ultimately the decision of the SWAT Commander(s) subject to approval by the Sheriff or Chief of Police of the member’s agency.

A. Tactical - The following requirements shall be adhered to prior to appointment:

1. Minimum Qualifications: The candidate must not be on a probationary status, have no known medical or psychological impairments, be physically fit, be team oriented, exhibit good judgment and common sense, demonstrate superior marksmanship skills and a willingness and capability to fully dedicate time to training. Additional requirements by the employing agency may be
2. Physical Fitness Standards: Candidates must be able to successfully pass the established physical fitness test prior to appointment to the team. (See Appendix A)

3. Firearms Proficiency: Candidate testing shall consist of the standard Region 1 SWAT handgun qualification course, which shall be conducted by a member of the Region 1 SWAT firearm’s staff. The candidate must be able to pass the Region 1 SWAT Handgun qualification course with a minimum of 90 percent. (See Appendix F)

4. Oral Interview: Pass an oral board consisting of the current SWAT Commander, Deputy SWAT Commander, Team Leader, Assistant Team Leaders, or other team personnel.

5. FTO & Probation: Once selected and appointed to the SWAT team, new tactical team members must successfully complete SWAT basic training (Outlined in section VI of this manual) and the designated SWAT training program. This program shall last between 6 and 12 months. If the probationary team member completes the training program then he shall be designated a deployable team member in good standing.

B. Hostage Negotiators - Qualifications will be the same as for tactical personnel with the exception of the physical fitness and firearms proficiency.

C. Tactical Coordinators - Qualifications will be the same as for tactical personnel with the exception of the physical fitness and firearms proficiency.

D. Terms of Appointment - The length of appointment to the SWAT team is at the discretion of the Chief of Police or Sheriff. Failure to maintain required standards, attend training as scheduled (without excuse) or any other deficiency in performance that indicates a lack of skill, judgment or team orientation can be cause for immediate suspension or removal from the team. Any action with regard to suspension or removal from the team shall be the responsibility of the SWAT Commander with the approval of the Sheriff or Chief of Police of the member’s agency. The SWAT Commander shall provide a full report to the Sheriff or Chief of Police of the member’s agency, with a recommendation and supporting documentation.

E. Leave of Absence – With the approval of the SWAT Commander, any team member in good standing may be granted a leave of absence up to one hundred and eighty (180) days.

1. During any leave of absence, a member shall be placed on inactive status and suspended from participating in tactical missions.

2. Normally, no more than one (1) team member shall be allowed a leave of absence at any one time.

3. Upon return, the member shall be required to pass the physical fitness standards and the firearms
proficiency test prior to full reinstatement to the team. Members who take an extended leave of absence may also be evaluated for operational readiness.

F. Medical Leave

1. A team member who is unavailable due to extended illness or injury shall be placed on inactive status until re-instated by their agency.

2. If an illness, injury, or other circumstance requires a leave of absence longer than sixty (60) days, the member will be required to meet the physical fitness standards and firearms proficiency requirements prior to full reinstatement to the team.

3. A medical leave of absence longer than one hundred and eighty (180) days is at the discretion of the SWAT Commander with the approval of the Chief of Police or Sheriff of the member’s agency.

G. Physical Fitness Standards - Each tactical team member shall be required to successfully pass the established physical fitness standards on a quarterly basis (See Appendix A). Testing shall be administered by the Team Leader or his designee.

1. If a team member is absent during physical fitness testing, they are required to complete the test on or before their next scheduled SWAT training session while verified by another Region 1 SWAT Team member.

2. Team members who fail to meet the physical fitness standards shall be given 30 days in which to successfully pass the physical fitness test. If the team member fails the re-test they shall be automatically placed on inactive status. The team member has until the end of the next training quarter to pass the physical fitness standards or membership with the team may be terminated. Any action in this regard shall be the ultimate decision of the SWAT Commander.

VI. TRAINING

All SWAT team members shall be required to attend scheduled training unless otherwise excused by the SWAT Commander or Deputy SWAT Commander. Failure to attend more than two scheduled trainings per quarter, or six trainings per year, will be reviewed by the SWAT Commander which could result in removal from the team unless prior approval had been granted. Removal from the team may only be determined by the SWAT Commander and the Chief of Police or Sheriff of the member’s agency.

A. SWAT Tactical Members - All SWAT Tactical members shall attend and successfully complete the SWAT Basic Course offered by the Washington State Training Commission or a comparable basic SWAT course as determined by the SWAT Commander prior to being fully operational. This requirement would not preclude the TOC from assigning a “Non-fully operational” SWAT member to outer perimeter or other duties which would support the mission. The SWAT team shall train an average
of sixteen (16) hours monthly, which includes monthly training dates, multi-day trainings, and annual training.

Firearms training shall be conducted by an approved firearms instructor. Training shall emphasize accuracy and proficiency with any weapon assigned to the member. The SWAT Commander shall ensure that each team member is competent and accurate with his assigned weapon(s). Any deficiencies in firearms skills, which cause the member to fail the quarterly qualification course and two re-tests on that day, shall be noted and further training shall be required and documented. Until such time the member can be remediated and retested he shall be placed on inactive status. Failure to qualify at two consecutive firearms qualifications shall be reviewed by the SWAT Commander which could result in removal from the team. Removal from the team may only be determined by the SWAT Commander and the Chief of Police or Sheriff of the member’s agency.

Firearms inspections shall be periodically conducted by each member’s department armorer and serviced as required. The Team Leader or Assistant Team Leaders should inspect weapons monthly. The records of such service shall be kept by each agency.

B. **Sniper Teams** - Sniper teams must maintain and know the capabilities of their assigned weapon system. The sniper must be able to establish expertise in marksmanship through constant training on proper fundamentals, shooting platforms and single object concentration for an accurate shot.

1. The Sniper Teams shall shoot once per month and each sniper shall be required to attend and complete basic sniper marksman training offered by the Washington State Training Commission or a comparable course as determined by the SWAT Commander.

2. Sniper qualifications shall be held quarterly and all snipers must complete and pass all qualifications annually.

3. A shooting log-book shall be maintained by each sniper documenting the training done with his assigned weapon system. These books shall be reviewed by the Team Leader on a regular basis, but not less than quarterly.

4. The log shall contain a record of each shot fired in practice.

C. **Negotiators** - All negotiators assigned to Region 1 SWAT will attend a minimum of Level 1 Crisis Negotiations training or equivalent prior to being utilized in negotiations. Additional training may be required at the discretion of the Negotiations Assistant Team Leader or the SWAT Commander. The Negotiations Team should conduct training monthly and should be incorporated into quarterly training scenarios.

D. **Training Records** - The Team Leader or his designee shall ensure that training records, for team training, are kept for each training session with an explanation of training completed and the number of training hours spent. This shall include the approved lesson plan and qualification course description. These
records will be maintained in a team training binder/folder and stored at the Team Leader’s agency. Records of individual training authorized by individual agencies shall be maintained by that agency. Additional training record keeping requirements may be imposed by each individual agency.

VII. EQUIPMENT

A. Storage - It is the responsibility of the Team Leader to ensure that all equipment specifically used by the SWAT team is stored in secured locations that allow for access during call-out situations. It is the responsibility of each team member to bring all equipment provided to them to all call-outs and trainings.

B. Maintenance - All equipment assigned to the SWAT team and individual team members shall be kept in good, operable condition at all times. Weapons issued to and used by specific team members shall be kept clean and operational. No modifications or additions to any uniform, team equipment or weapon system shall be made without the approval of the SWAT Commander.

C. Acquisition - All equipment needs shall be brought to the SWAT Commander’s attention. It shall be the responsibility of the SWAT Commander, Deputy SWAT Commander, Team Leader and Assistant Team Leaders to annually review the equipment needs of the SWAT team. The SWAT Commander shall present those needs in the form of a budget proposal to the executive board for their review/approval. Individual equipment (boots, BDU’s, etc.) shall be replaced in accordance with individual agency policies and labor agreements.

VIII. TEAM WEAPONS

A. General - Each member of the SWAT team is required to carry their department issued handgun on all SWAT call-outs. Team members should be issued high capacity semi-automatic handguns. Authorization to carry any other weapon must be obtained from the SWAT Commander. The SWAT team is also authorized to utilize the following weapons, which shall be used in compliance with each operator’s department policies and in accordance with the training they received on the weapon system:

1. AR-15/M-4 style rifle in 5.56 mm (NATO)/.223 calibers
   - The weapon can be equipped with a selective fire trigger group. It is generally carried by designated personnel who engage in inner perimeter assignments, warrant service, emergency action team and SWAT entry.

2. .308 cal. Rifle System
   - The primary weapon used by the sniper team(s) is a .308 caliber rifle. The rifle may be equipped with a commercially produced suppressor and night vision device is approved by the SWAT Commander and the member’s agency. A rifle system is assigned to a specific member of the sniper team. The rifle system shall be used only by the team member
assigned to it and who has trained and qualified with that particular weapon.

3. 12-gauge shotgun

- The 12-gauge shotgun is assigned to a specific team member and is used for breaching and less lethal applications. The type of ammunition that shall be used shall be determined by the assigned team member and approved by the SWAT Commander.

4. 37/40 MM Launcher(s)

- The 37/40 MM launchers can be used to deploy a wide variety of less-lethal munitions or chemicals (OC, CS) at a distance. Region 1 SWAT utilizes multi-launcher weapons in addition to single shot launchers. The Team Leader shall dedicate one launcher for less lethal applications and a separate launcher as a distinct gas deployment system. Members assigned the 37/40 MM launching systems shall have been trained in their use and deployment characteristics.

5. Pepperball launcher(s)

- The Pepperball launcher is used to deploy a variety of projectiles including live pepper (OC), glass breaking and inert training rounds. The launcher is a semi-automatic open bolt blow-back design powered by a high pressure air bottle. Members assigned the Pepperball launching systems shall be trained in their use and deployment characteristics.

6. .50 cal. Rifle System

- The Barrett Model 99 .50 caliber single shot bolt action rifle is assigned to the Sniper Team. The rifle system shall only be used by Sniper team members who have trained and qualified with the weapon.

B. Weapon Utilization - A weapons assessment shall be made by the Team Leader during tactical planning for each mission and shall be reviewed by the SWAT Commander.

C. Weapon Inspection and Maintenance – It shall be the responsibility of individual team members to properly maintain and clean weapons assigned to them. An approved armorer shall be responsible for routine inspections and maintenance of all team and individual weapons as directed by the Team Leader.

D. Any test and evaluation or deployment of new weapons, accessories, or equipment requires the approval of the SWAT Commander or Deputy SWAT Commander.

E. Any team member that wishes to carry their own personal firearm for use on the tactical team must have that firearm inspected and approved for use by their department’s range master.
F. Any team member wishing to add equipment to their department issued firearm must be with the approval of their department’s range master, the SWAT Commander, and the Deputy SWAT Commander. Examples of added equipment could be but are not limited to: light systems, grips, flash suppressors, and slings.

**VIX. PROCEDURES FOR ACTIVATING SWAT**

A. General – SWAT team activation shall take precedence over all other non-emergency assignments within the member agencies. The SWAT team is a resource available 24 hours per day to operations and investigations supervisors, as well as officers in special circumstances. When a supervisor or command level officer has determined that there is a need to call out the SWAT team, that supervisor shall notify Sno-Pac who shall notify the SWAT Commander, Deputy SWAT Commander, and others via the RAVE notification system. The supervisor shall provide Sno-Pac with on-scene contact information. An exception to this would be a hostage situation, which would authorize any officer on scene the ability to request, through Sno-Pac, a SWAT response. The SWAT Commander shall contact a command level officer of the jurisdiction requesting the team. Final determination and authorization to mobilize the SWAT team shall be made by the SWAT Commander and the Police Chief, Sheriff or designee of the jurisdiction in which the incident is occurring.

1. The SWAT Commander and the Deputy SWAT Commander shall have the option to order a limited call-out of the team if the situation is such that the incident does not require the need for the entire team to respond. In most cases, a limited call-out shall be defined as only enough team members necessary to carry out the mission. This may involve high-risk arrest/search warrant services. The SWAT Commander and Deputy SWAT Commander shall take this into account when assessing the situation. If possible, the Deputy SWAT Commander or SWAT Commander shall make use of on-duty SWAT team members in the jurisdiction of the incident when a limited call-out is initiated. The activation of negotiators in these instances will be situation dependent at the discretion of the SWAT Commander in consultation with the Deputy SWAT Commander.

2. When notified of a call-out, all team members shall call an established contact number to obtain more information related to the incident and response. Members shall report for each tactical mission (call-out) in a timely and safe manner.

If a member does not respond when called out, the reason shall be submitted in writing to the Deputy SWAT Commander who shall in turn advise the SWAT Commander. The SWAT Commander and Deputy SWAT Commander shall review reasons for failing to respond to call-outs and make a recommendation regarding action (if appropriate) to that member’s department head. Missing three or more call-outs each year without cause may be reason for removal from the team.

B. Types of SWAT Situations - The SWAT team is specially trained to handle the following types of situations:
• Barricaded Subject - No Hostage
• Barricaded Subject - W/Hostage
• Suicidal Armed Barricaded Subject
• High Risk Warrant Service
• Active Shooter
• Sniper Situations
• High Risk/Unknown Risk Search Warrant Service
• High Risk Apprehension
• High Risk Surveillance
• Dignitary Protection

C. Criteria for Call-Out - The SWAT team may be called out when the above situations involve the following criteria:

1. Barricaded subject with/without hostage:

   • Suspect is, or is believed to be armed.
   • Suspect refuses to surrender and/or;
   • Situation requires negotiation by experienced negotiators to compel surrender and/or;
   • Suspect has made direct threats to inflict injury to any person (other than self) and/or;
   • Suspect’s action(s) indicates a propensity for or a willingness to commit an act of violence.
   • Suspect has committed a crime.

2. Suicidal Person (Dependent on Situation):

   • Is about to attempt suicide and is/or believed to be armed
   • Has made threats to commit suicide and do serious harm to other persons.
   • Situations requiring negotiation by experienced negotiators to compel surrender.

3. High Risk Search/Apprehension Warrants:

   • A risk analysis (see Appendix C) for a planned warrant service indicates that the
team should be used and/or;

- Reliable information indicates that the suspect(s) are armed and/or reliable information indicates that the suspect(s) have a propensity toward or a willingness to commit acts of violence and/or;

- Warrant service is a result of a crime of violence having been committed.

4. Active Shooter

- Suspect is armed

- Suspect is actively shooting or engaging innocent persons with gunfire

5. Sniper

- Suspect is engaging other persons with gunfire

- Suspect is stationary, concealed from view, or unknown

6. High Risk Surveillance

- Surveillance of persons with known violent tendencies or

- Surveillance of crime suspect involved in violent criminal act

7. Personnel Protection

- Close in security of dignitaries or

- Escorting of VIP personnel

D. Team Arrival - As team members arrive at the designated location the Deputy SWAT Commander shall ensure that all necessary equipment and personnel are on hand and operational. The Team Leader or Assistant Team Leader(s), which ever arrives first, shall be responsible for meeting with the supervisor on scene and obtaining information necessary to prepare a briefing and action plan to the SWAT Commander. The Team Leader shall ensure that as team members arrive at the site they shall be formed into a team(s) and shall prepare themselves to handle the following situations:

- Containment of area and establishing inner perimeter.

- Emergency arrests.

- Hostage rescue.

- Downed/injured civilian or officer rescue.
• Emergency evacuation of civilians.

• Emergency Entries.

E. Team Deployment - Prior to deployment of team members to the crisis site the Team Leader shall ensure that each team member is aware of his responsibility and position. Also a verbal rehearsal of orders issued shall be done. If the mission requires, a physical rehearsal shall be accomplished if time and conditions allow. The Deputy SWAT Commander shall ensure that the following has been accomplished:

• Sleep log/fitness check

• Weapons check/inspection has been done.

• Radio check.

• Uniform check.

• General equipment check.

• Mission specific equipment check.

• Operational Plans - An operational plan shall be completed for all planned operations. These plans shall be retained by the Team Leader’s agency along with all associated documents reference risk assessment and operational issues in compliance with record retention standards. Additionally, a police report specific to team operations and deployment shall be completed by the Team Leader or designee within five days after the operation or deployment is finished. A copy of this report shall be forwarded to the SWAT Commander and to the jurisdiction of the incident. A copy of this report shall be maintained as part of the team file. All team members shall submit a statement or follow-up report with regard to his involvement in the operation and submit it to the Team Leader for incorporation into the police report. If an investigation requires a report from a team member, a copy shall be given to the lead investigator prior to the team member securing. The Deputy SWAT Commander will ensure Use of Force reports are completed according the member’s agency guidelines and procedures. For all deadly force incidents, the SMART protocol will apply. All written records/reports shall be maintained at a centralized location as determined by the Executive Board and follow proper records retention guidelines.

Response to public disclosure requests will be coordinated between the agency receiving the request, the agencies effected by the request and the Deputy SWAT Commander’s agency where the team training,
operational planning and after-action reports are maintained. Refer to section XVII for specific information regarding public disclosure.

F. Mutual Aid Responses - When an outside agency requests assistance from Region 1 SWAT, that request must come from the department head or command level officer from the jurisdiction in which the incident is occurring. The request must be directed to the SWAT Commander via Sno-Pac. Without exception, the situation which creates the request for Region 1 SWAT from outside agencies must meet the criteria for call-out as outlined in this manual. A Threat Assessment form (see Appendix C) shall be filled out for planned operations and the SWAT Commander and Deputy SWAT Commander shall carefully review and analyze the information provided for its veracity, reliability and applicability to the use of Region 1 SWAT. Approval for the use of the SWAT team on mutual aid responses shall reside with the SWAT Commander. Notification of the activation shall be made to the Sheriff and Chief of Police or designees as soon as practical. If approved, the SWAT Commander shall respond to the scene with the SWAT team. If possible the SWAT Commander and Deputy SWAT Commander shall respond to the incident scene and make any further determination as to the need for the SWAT team and to ensure that the request is in compliance with this portion of the SWAT manual.

When out of jurisdiction on a mutual aid response, all portions of this manual shall still be in effect for Region 1 SWAT and apply to the situation. Once deployed, the SWAT Commander and Deputy SWAT Commander shall be in command of Region 1 SWAT and in command of the tactical resolution to the extent practical. It is understood that the SWAT Commander is authorized to withdraw Region 1 SWAT from any scene while on mutual aid at any time if events or circumstances occur which are deemed to create unnecessary risk or liability to the team and agencies represented on the SWAT team.

If it becomes necessary for the Region 1 SWAT team to request mutual aid from another tactical unit, a recommendation shall be made by the SWAT Commander to the Chief of Police, Sheriff or a command level officer of the jurisdiction in which the incident is occurring and the final decision shall be made by him. If a request is made it shall be made to the department head or command level officer of the jurisdiction in which the requested unit is from.

X. TACTICAL OPERATIONS CENTER (TOC)

A. Tactical Operations Center (TOC) is staffed by officers or deputies that are task oriented, and trained in tactical coordination concepts. The TOC should be the location where intelligence is gathered, processed, analyzed and disseminated to those who have a need for the information. It is a place where intelligence and information is applied toward a plan of action and critical decision making takes place.

B. The TOC shall be utilized in all SWAT operations. The degree of operations and activities within the TOC shall be dictated by the nature of the incident.
C. The TOC location shall be determined by the SWAT Commander or the Deputy SWAT Commander, whoever arrives at the incident first. If an incident command post has already been established by a supervisor or command level officer of the jurisdiction in which the incident is occurring, then the SWAT Commander shall insure the TOC is in close proximity to the incident command post but at a distinct and separate location.

D. The TOC should be located close to where the incident is occurring, outside of the inner perimeter and away from the suspects’ line of fire and sight. It should, however, be close enough that if a visual perception of the scene is necessary it can be accomplished with little risk and in a timely manner and allow for rapid access to key personnel working on the crisis site.

E. The TOC is the nerve center for the handling of tactical operations. On scene supervisors and command officers shall operate out of the incident command post. In selecting the TOC the following considerations should be made:

- Room enough for several people to operate out of.
- Room for map boards, photograph display, diagrams and other pertinent information.
- Communications equipment capabilities to include:
  - Encrypted and non-encrypted radio communications capability,
  - Multiple telephone capability,
- Close proximity to available restroom facilities
- Readily accessible to all key personnel.
- Sufficient parking.
- Low stress environment with low ambient noise, un-crowded and uncluttered.
- Offers protection from elements.

F. Personnel within the TOC shall be limited to those individuals with specific responsibilities which require them to be at or in the TOC. Essential command level personnel shall have access to the TOC but otherwise should be located at the incident command post. The SWAT Commander shall be responsible for the organization of the TOC.
G. Media personnel shall be strictly prohibited from entering the TOC or the incident command post and shall be directed to the PIO. A PIO will be assigned by Incident Commander if the jurisdictional PIO is not present.

XI. STAGING AREA

A. The staging area should be located close to but separate from the TOC. The staging area provides a location for arriving units to meet and be briefed on the situation and what the specific assignments and responsibilities shall be. Initially, team vehicles and equipment shall be located at the staging location.

B. The SWAT Commander shall establish an appropriate staging area on his arrival to the scene and team members shall be directed to the staging area on their arrival.

C. If possible, a TOC support person should be designated as the staging area supervisor. Units and officers arriving at the staging area should report to the staging area and a log of each arrival and time shall be kept. The staging area supervisor shall be in contact with the TOC, advising TOC personnel of the different units that have arrived and obtain assignments for them. A log of that unit/officers responsibility and time the unit/officer began their assignment shall be kept.

D. The media shall be prohibited from entering the staging area.

XII. USE OF FORCE

A. Use of force is dictated by law and individual department policies. All team members shall comply with applicable law and department policy when applying any force during a SWAT operation. All SWAT team members, once deployed, are to maintain fire discipline unless a specific order is given authorizing the use of force or unless confronted with a situation as stated below in section C, Use of Deadly Force.

B. Generally, only SWAT team members that are deployed shall be the primary officers authorized to use force, specifically the use of deadly force, on a suspect. If any officer who is not a SWAT member is confronted with a situation in which there is a specific need to use force, they may do so following applicable law and policy.

C. Use of Deadly Force - All SWAT team members are authorized to use deadly force without prior authorization if it is necessary to protect himself, another officer, or a third party from imminent death or serious injury. In all cases, the use of deadly force shall be in compliance with applicable law and department policies.

1. Under certain situations, a decision to proactively use deadly force may occur when it appears reasonable and necessary that only by the use of deadly force can a situation be resolved to ensure that death or serious injury does not occur to any innocent individual. That decision shall
generally apply to suspects who have or are about to carry out a threat against a hostage or third party or who have demonstrated through action and/or verbal threats the intent to inflict death or serious bodily injury to a police officer or third party.

2. Authorization to proactively use deadly force may be the responsibility of a sniper team or any SWAT team member. Such authorization shall generally come from the jurisdiction in which the incident is occurring through SWAT command. In all cases, the use of deadly force shall be in compliance with law and applicable department policies.

XIII. USE OF CHEMICAL AGENTS/DISTRACTION AND CONCEALMENT DEVICES

A. General – Chemical agents, distraction devices and concealment devices are less-lethal uses of force, which are generally safe to deploy. Utilization of any of these tools, absent exigent circumstances, shall be based upon tactical necessity and approved by the SWAT Commander. All chemical agent, distraction devices, and concealment devices will be identified as part of the operational plan.

B. Delivery of Chemical Agent - Chemical agents can be delivered via 37/40mm size round, hand thrown delivery or other team approved delivery systems. Authorization to deliver chemical agents shall be made by the SWAT Commander. If time permits fire department personnel shall be on hand before a chemical agent is utilized.

1. These chemical agents are generally a CS agent, OC agent and smoke devices.

2. Normally, chemical agents deployed by Region 1 SWAT shall be non-pyrotechnic rounds to reduce the risk of fire. Pyrotechnic devices shall only be deployed if they are done so within a delivery system designed to minimize the hazards of fire ignition.

3. The agent should be delivered in sufficient concentrations to produce the desired affect; however, it must be kept in mind that excessive uses of chemical agents can be counter-productive. The amount and concentration of chemical agent to be delivered into a room/building shall be determined by a trained chemical agent SWAT member. An evaluation of the building and surrounding area including wind direction and speed shall be made prior to delivery of a chemical agent.

4. Chemical agents shall be delivered by trained personnel only.

5. An avenue of escape from the building should be left open to the subject or group effected by the chemical agent if possible so that they may surrender to the team.

6. If a decision has been made to deploy a chemical agent into a building, consideration should be given to announcing the impending action prior to delivery. This should only be done if there is certainty that such announcement shall not allow the suspect to defend himself against the chemical agent or create a more dangerous environment for team members. Such announcements
shall be made to those inside the building as well as individuals in the surrounding area. This advisement shall not be required if it is determined that it would put the hostage(s), suspect(s) or team members at unnecessary risk.

C. Treatment For Effects of Chemical Agents - When chemical agents are used there shall be aid personnel standing by to treat those effected by the agent if possible. It shall be the responsibility of the inner perimeter units to secure any individual who leaves the target location after chemical agent delivery and to provide them with first aid. Outer perimeter units shall ensure that individuals around the area who are effected by chemical agents are also provided with first aid.

D. Use of Smoke - The use of smoke is generally done for the purposes of concealment or distraction. Smoke is an effective means to provide concealment to SWAT team members while moving from one point to another and may be authorized by the Team Leader. When using smoke, a determination as to the direction and speed of wind should be made.

1. Smoke devices shall not be used within a building or confined space unless deadly force is authorized. Any other pyrotechnical device shall not be used inside any building or near combustible material unless it is deployed within a protective delivery system.

E. Distraction Devices – Noise & Flash Diversionary Devices (NFDD) are commonly referred to as "flash bangs". They are non-pyrotechnical, non-fragmenting devices designed to create a diversionary and disorientating effect on individuals in a room in which the device is deployed. Before using a distraction device, consideration shall be given to the crime involved, known weapons, officer safety issues, destruction of evidence, number of people involved or if there are any small children present in the room where the device would be deployed. Distraction devices are usually deployed by hand, however, the option to deploy the device by pole may be considered depending upon the circumstances and threat assessment. Only properly trained personnel shall deploy NFDD’s, with the authorization from the Assistant Team Leader, Team Leader, Deputy SWAT Commander, or SWAT Commander. NFDD’s shall not intentionally be deployed near combustible materials.

XIV. BARRICADED SUBJECT/HOSTAGE SITUATION

A. General - In a barricaded subject situation, with or without a hostage, the main consideration is to be given to the lives of the hostages, civilians and officers involved. Additionally, the safety of the suspect must be considered as well, to the extent that doing so does not create unnecessary risks to the safety and well-being of innocent people and/or police officers.

Whenever possible, enhancing of the prospects of peacefully resolving the incident through negotiation with the suspect shall be a priority. Also, the SWAT Team Leader and command personnel should ensure the development of alternative approaches to resolve the incident should negotiations fail or the situation deteriorates placing the lives of hostages, innocent individuals and officers at risk. In a hostage situation, reasonable efforts shall be made to affect the safe release of the hostages. In barricade situations not
Involving hostages, all reasonable efforts shall be made to affect the surrender of the suspect peacefully. In these situations (barricade - no hostage) consideration must be given to the length of time that negotiations shall continue. As more time elapses so does the need to examine alternative measures to affect surrender, i.e., the use of chemical agents.

B. Definitions - For the purpose of this policy the following definitions shall apply:

1. **Barricaded Subject** - A person who threatens or who has inflicted bodily harm to himself, hostages, officers or other people and/or is reasonably believed to be a threat and has confined himself/herself in a position or location from which he/she shall not voluntarily leave.

2. **Hostage** - An individual held or controlled by another person, against his/her will by force or threat of force, expressed or implied, as security for the performance of certain acts to achieve specific goals.

3. **Inner Perimeter** - The physical area immediately surrounding the location occupied by the barricaded subject and which is contained by officers/SWAT team members.

4. **Immediate Danger Zone** - The physical area within which a barricaded subject can inflict injury or death.

5. **Outer Perimeter** - The physical area, outside the inner perimeter, over which it is necessary to maintain strict control.

C. Procedures - Upon notification and SWAT team call-out to a barricaded subject/hostage situation the following procedure shall be followed if possible:

1. Once the SWAT Commander, other command level personnel and the Deputy SWAT Commander arrive they shall receive a briefing from the on-scene supervisor so that an overall assessment of the situation can be made.

2. As soon as possible a determination should be made as to the degree to which the suspect(s) have and/or are determined to carry out their threats. Based upon that information a plan of action shall be developed to resolve the situation and keep safe any innocent individual or hostage(s).

3. A field operations plan shall be filled out by the SWAT Commander or Deputy SWAT Commander and shall contain information as to:
   - Overall situation.
   - Subjects involved - suspects, hostages, witnesses. As much information about the suspect as possible and a criminal history check.
   - Weapons known or believed to be involved.
• Crime(s) committed.

• Exact location of the crisis site.

• Start a chronological log of activities.

• Ensure that the area is contained while SWAT team members are arriving.

• Assess equipment needs.

• Establish a TOC if not already done, a staging area and an area/site for the negotiators to work from.

• The Deputy SWAT Commander shall pull together all SWAT team personnel, brief them and ensure that they are making themselves ready for deployment.

• The Deputy SWAT Commander shall put together an Immediate Action Team to evacuate citizens, rescue any injured individual(s) and/or make entry if necessary.

• If necessary, deploy sniper teams to do reconnaissance of the area/building involved.

• Attempt to get a floor plan or drawing of the location, including entrances, locations of windows and any other information that might assist the SWAT team should be made as early on in the situation as possible.

• Position assignments shall be made and a verbal rehearsal of each member position and responsibility shall be done. If possible a physical rehearsal shall be done as well.

• When appropriate the SWAT Team Leader shall deploy the SWAT team members to relieve other officers in the inner perimeter with instruction to maintain fire discipline and to contain and control the inner perimeter.

• TOC personnel shall ensure that fire and medical personnel are on scene.

• When the negotiators are in place and ready they are to begin negotiations as soon as possible at the direction of the SWAT Commander.

• The TOC shall ensure that an outer-perimeter is secured and insure the command post maintains that perimeter as well as traffic and crowd control.

• In the event the suspect(s) decide to surrender, that information shall immediately be given to the TOC by the negotiators.
• Establish an arrest team to take custody of the suspect(s) should he/she surrender.
• Establish an entry team to make entry after suspect(s) surrender.
• The SWAT Commander shall coordinate a relief team for deployment should the incident appear likely to be of extended nature.
• Once the situation is concluded, prevent crowds from approaching the location and secure the scene for investigation and processing.
• All SWAT personnel, negotiators and other personnel as required shall debrief before going home, unless circumstances dictate the debrief be conducted at a later time.

D. In the event a suspect(s) leave their location and attempts to go mobile in any manner, with or without a hostage, they must not be allowed to leave the inner perimeter. If this occurs, the Team Leader shall advise SWAT command. It must be made clear to the suspect(s) that they shall not be allowed to leave the inner perimeter and that they could be subject to a use of force to prevent them from doing so.

XV. HIGH RISK ARREST/SEARCH WARRANT SERVICE

A. General - The SWAT team is available to assist officers/deputies/detectives upon request. The SWAT team shall offer assistance in the service of search warrants, the service of arrest warrants and they shall make high risk apprehensions by providing tactical assistance and securing persons and/or scenes. Any request for the SWAT team to assist in a warrant service situation shall come through the SWAT Commander. Requests shall come from supervisory personnel only. The SWAT Commander shall make necessary notification to the agency in which the service is going to occur and advise the Chief of Police, Sheriff, or command level personnel of the situation. Prior to any request the lead investigator or supervisor shall prepare a risk analysis form (see Appendix C) to be reviewed by the Deputy SWAT Commander and SWAT Commander, and provide a copy of the search/arrest warrant if applicable. After such review, the SWAT Commander shall determine if there is sufficient need for the team and then make the authorization to call-out the team. The decision to deploy the team shall rest with the Chief of Police, Sheriff, or designee of the jurisdiction from which the team is being requested.

B. High Risk Search and Arrest Warrants

1. When preparing a high risk search and/or arrest warrant, the affidavit for the warrant shall be made available to the Deputy SWAT Commander or SWAT Commander. The Deputy SWAT Commander and SWAT Commander shall review the information so as to aid the SWAT team in preparing the plan for the warrant service. It is recognized that not all search and arrest warrants will require the mobilization of the full Region 1 SWAT Team. Information contained in the
affidavit can aid in determining the size of and composition of the entry team and outer containment.

It is required that the lead investigator participate in the briefing of the Deputy SWAT Commander and SWAT commander.

2. When assisting in the service of high risk search warrants, the SWAT team’s responsibilities shall include, but not be limited to:
   - Preparing an entry plan, including secondary entry points, appropriate breaching equipment, chemical agents, and the assigning of responsibilities to team members. These assignments shall be carried out by the Deputy SWAT Commander or his/her designee.
   - Once entry is made, the SWAT team shall secure the area and individuals shall be turned over to the investigators responsible for searching the premise or taking subject(s) into custody.

3. In all warrant services, the warrant information shall be verified prior to service. Address information shall be specifically verified with the search warrant affidavit.

4. The suspect(s) location/address shall be verified and a scout team shall be sent to confirm the address information on the warrant and provide any other information relevant to the planning of the warrant service.

5. The Deputy SWAT Commander shall establish a plan of action to include:
   - Overall plan
   - Team Member assignments.
   - Fire discipline.
   - Assign special equipment as necessary.
   - Conduct a Commanders briefing of the plan when possible

C. Containment - The outer-perimeter shall be secured by patrol officers and/or the unit requesting the SWAT team. The inner perimeter shall be secured by SWAT team personnel as manpower and the situation permit. Once the SWAT team makes entry into the objective, no perimeter personnel, inner or outer, shall fire into or around the objective unless it is necessary to protect the life of an officer or innocent individual. If a subject escapes the inner perimeter, normally the SWAT team shall not pursue. Outer perimeter personnel shall effect an arrest, if possible and appropriate. Also, outer-perimeter personnel shall hold their positions until advised to secure by the SWAT Commander.
D. Service of Search/Arrest Warrants - When serving search/arrest warrants the following guidelines shall be followed:

1. Announce police presence and authority.
2. Wait for a response, as supported by current case law.
3. Effect entry if necessary to achieve mission objective.
4. Search buildings for persons only. The search for evidence shall be conducted by the unit holding the warrant, after SWAT has secured the premises and the person(s) therein.
5. Secure persons and premises for the requesting unit/investigators.
6. Secure the scene after ensuring that all necessary units have been replaced by the requesting unit personnel.
7. In serving arrest warrants, it is advisable to notify the negotiation team to make themselves available by phone if needed.
8. Upon approval by the Incident Commander to deploy the team, the SWAT Commander, when present, shall be in charge until he relinquishes command to other personnel.

E. In the event the warrant service is for a location other that the City of Everett or unincorporated Snohomish County, the following procedure shall be followed:

1. Make a determination as to if the jurisdiction in which the warrant shall be served has a SWAT unit.
2. If there is availability of a SWAT team in the jurisdiction of service then that jurisdiction shall be approached and Region 1 SWAT shall not serve the warrant unless there is a specific request for mutual aid. The SWAT team of jurisdiction has the first right of refusal, and if refused, Region 1 SWAT may opt to serve the warrant.
3. In most instances where high risk warrant services fall outside of Region 1’s jurisdiction, our SWAT team shall not be used unless prior authorization is granted or there is a specific request for mutual aid.
XVI. CHANGE OF COMMAND

Should the duration or nature of an incident expand beyond the ability of Region 1 SWAT to resolve, the SWAT Commander shall notify Incident Command to request the assistance of another jurisdiction’s SWAT team. Region 1 SWAT shall maintain control of the situation until the relief team command has been briefed, developed their operational plan and deployed their team members so that our team may safely stand down while the situation at hand is controlled by the relieving team. Contingencies shall then be made to redeploy Region 1 SWAT, as relief to the new team at a later time, if appropriate. Operational period considerations include weather, staffing, time of day, and operational considerations.

XVII. UNIFORMS

Region 1 SWAT uniforms shall be determined by the Sheriff and Chief of Police. The type, amount, design and configuration of each uniform shall be listed in appendix E. Additionally, there are times when wearing a regular police uniform shirt would be appropriate for the situation and the uniform shirt should also be considered as an alternative uniform that can be worn, particularly when a limited call-out is made and on-duty SWAT team members are used. When serving high-risk search/arrest warrants or when determined to be necessary on other types of SWAT situations all SWAT team members involved in the operation and service shall wear markings that clearly indicate they are police officers. Generally there shall be no exceptions to this unless the Deputy SWAT Commander can articulate a valid reason to do so. (See appendix E)

XVIII. RECORDS MAINTENANCE AND PUBLIC DISCLOSURE

Each party shall maintain all SWAT records pertaining to their own agency’s personnel, to include records relating to team training, operational planning and after-action reports. All records possessed by either party shall be retained in accordance with applicable State law. The Everett Police Department shall maintain all training records, operational planning documents and after-action reports of its personnel and the Snohomish County Sheriff’s Office shall maintain all training records, operational planning documents and after-action reports of its personnel. All records related to the performance of this Agreement shall be available for full inspection and copying by any participation jurisdiction, but each agency shall retain copies of all records created, owned or used by that agency for the records full retention period.

Response to public disclosure requests will be coordinated between all parties. Upon receipt of a public disclosure request by any participating agency, the Region 1 SWAT Commander will immediately be notified. The SWAT Commander will ensure that all participating agencies are aware of the receipt of the public disclosure request, even when the request is only directed at one member agency. The release of such information shall be coordinated among all participating agencies. The coordination shall include consultation when an agency must produce a record created by another agency prior to producing the record. All participating agencies will follow applicable State laws relating to public disclosure.

When a request is directed at only one member agency, but it is determined that the request requires the responding agency to produce records possessed by other agencies, those other agencies will fully cooperate by providing any responsive records after conducting its own independent search, if required.

When a request is directed to the Region 1 SWAT Team, each participating agency shall conduct its own independent search of any records in their possession and collect all responsive records pursuant to the request.
All member agencies will coordinate the release of responsive records.

The member agencies shall be jointly responsible for any violation of the Public Records Act that occurs in response to a PRA request directed at the Region 1 SWAT team, provided that if it is determined that one agency is solely responsible to a particular violation, that agency shall indemnify the other agency not responsible for the costs and damages resulting.

Each member agency shall be solely liable for any PRA violation in response to a request directed solely at that agency, unless the violation results from the non-responding agency’s negligent failure to produce records in the sole possession of the non-responding agency, in which cases both agencies shall be equally liable.
APPENDIX “A”

PHYSICAL FITNESS STANDARDS

Team members must demonstrate a minimum level of physical fitness as identified below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Description/Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull Ups:</td>
<td>Overhand from a dead hang without a “kick.” (6)</td>
</tr>
<tr>
<td>Sit Ups:</td>
<td>Shoulders and upper back must touch the mat at the bottom. (35 in 60 seconds)</td>
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<tr>
<td>Push Ups:</td>
<td>Chest must be within 4” of the mat in down position. (35 in 60 seconds)</td>
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<tr>
<td>Run:</td>
<td>Standard 1 ½ mile. (12:30 max time limit)</td>
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</table>
APPENDIX “C”

Everett Police Department  REGION I SWAT  Snohomish County Sheriff’s Office
THREAT ASSESSMENT FOR PLANNED OPERATION

Date:  Case #:  officer:
Search Warrant  Probable Cause

Target Location:
Warrant and/or Target Name:  DOB:

<table>
<thead>
<tr>
<th>I. Suspect Assessment</th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Known to use or propensity for violence:</td>
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<tr>
<td>1. Homicide</td>
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<td>2. Armed Robbery</td>
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<td>3. Assault</td>
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<tr>
<td>4. Resisting Arrest**</td>
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<td>5. Assault on Peace Officer**</td>
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<tr>
<td>6. Other</td>
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<tr>
<td>B. Is suspect on parole?</td>
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<tr>
<td>C. Is suspect on probation?</td>
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<td>D. Is suspect a drug abuser?</td>
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<td>If yes, what type?</td>
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<tr>
<td>E. Is suspect an alcohol abuser?</td>
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<td>If yes, does suspect have a history of violence while intoxicated?</td>
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<td>F. Is suspect mentally unstable?</td>
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<td>If yes, describe condition:</td>
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<td>From where was this info obtained?</td>
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<td>G. Does suspect have military/police background?***</td>
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<td>If yes, describe branch of service/department, length of service, specialities, etc.</td>
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<tr>
<td>H. Is the suspect currently/historically associated with an organization which is known or suspected of violent criminal</td>
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<td>If yes, what group or organization?</td>
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<tr>
<td>Can the organization be classified as:</td>
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</tr>
<tr>
<td>1. Paramilitary</td>
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<tr>
<td>2. Terrorist</td>
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<tr>
<td>3. Religious Extremist</td>
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<tr>
<td>4. Gang</td>
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<tr>
<td>5. Other</td>
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</tbody>
</table>

Total from "Suspect Assessment"  0

"Yes" = 2 points  "No" = 0 points  "Unknown" = 1 Point
** If "Yes" MANDATORY consultation of SWAT, If "Unknown" 10 points
### II. Offense Assessment

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Is the offense a felony?</td>
<td>[ ]</td>
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<tr>
<td>If yes, list the offense:</td>
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<tr>
<td>B. Is the offense a violent felony?</td>
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<tr>
<td>C. Was a weapon used in the commission of the offense?</td>
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<tr>
<td>D. Were victims injured during the commission of the offense?</td>
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<tr>
<td>E. Were/ were an officer(s) injured during the commission of the offense?</td>
<td>[ ]</td>
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</tbody>
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Total from "Offense Assessment" : 0

### III. Weapon Assessment

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<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Is suspect known or believed to possess:</td>
<td>[ ]</td>
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<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>1. Rifle - Semi-auto or bolt/lever action</td>
<td>[ ]</td>
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<tr>
<td>2. Rifle - full-auto*</td>
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<tr>
<td>3. Shotgun</td>
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<tr>
<td>4. Handgun</td>
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<tr>
<td>5. Explosives*</td>
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<tr>
<td>6. Knives</td>
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<tr>
<td>7. Other: [ ]</td>
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<tr>
<td>Type:</td>
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</table>

Total from "Weapon Assessment" : 0

**If "Yes" MANDATORY consultation of SWAT, If "Unknown" 10 points**

### IV. Site Assessment

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Unknown</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Are there geographic barriers or considerations?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>If &quot;yes&quot;, describe:</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(may include upstairs apartments or rooms, terrain features, etc.)</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Is the site fortified?**</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>If &quot;yes&quot;, describe:</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(may include barricaded doors/windows, burglar bars, etc.)</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Does the site have counter surveillance personnel or monitoring devices?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>If &quot;yes&quot;, describe:</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Are ARMED counter surveillance personnel present?*</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>D. Are there more than 4 adults present at the site?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>E. Are there children, elderly persons, or handicapped persons present at the site?</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
<tr>
<td>If &quot;yes&quot;, describe:</td>
<td>[ ]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total from "Site Assessment" : 0

"Yes" = 2 points  "No" = 0 points  "Unknown" = 1 Point

**If "Yes" MANDATORY consultation of SWAT, If "Unknown" 10 points**
### V. Time Assessment

<table>
<thead>
<tr>
<th>Time allowed for operational planning:</th>
<th>&lt;12 hrs</th>
<th>≥12 hrs</th>
<th>≥24 hrs</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total from &quot;Time Assessment&quot;</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

"Less than 12 hours" = 4 points "12-24 hours" = 2 points "Greater than 24 hours" = 0 Point

**If "Yes" MANDATORY consultation of SWAT, if "Unknown" 10 points**

### Threat Assessment Score

<table>
<thead>
<tr>
<th>1-16 Points = SWAT Consultation Optional</th>
<th>Total from &quot;Suspect Assessment&quot;</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-24 Points = Consultation Suggested</td>
<td>Total from &quot;Offense Assessment&quot;</td>
<td>0</td>
</tr>
<tr>
<td>25+ Points = Consultation Mandatory</td>
<td>Total from &quot;Weapon Assessment&quot;</td>
<td>0</td>
</tr>
<tr>
<td>SWAT Not Consulted</td>
<td>Total from &quot;Site Assessment&quot;</td>
<td>0</td>
</tr>
<tr>
<td>SWAT Commander Consulted</td>
<td>Total from &quot;Time Assessment&quot;</td>
<td>0</td>
</tr>
<tr>
<td>SWAT Activated</td>
<td>Overall Total</td>
<td>0</td>
</tr>
</tbody>
</table>

Investigating Officer Signature: ____________________________  ID # ______ Date: ______

Officer Supervisor Signature: _____________________________  ID # ______ Date: ______

SWAT Commander Signature: _______________________________  ID # ______ Date: ______

All Search Warrants **MUST** have a "Threat Assessment" completed prior to service of the warrant unless extant circumstances exist for immediate service. Pre-planned operations involving Felony Arrest Warrant(s) **SHOULD** have a "Threat Assessment" completed prior to service IF POSSIBLE. "Threat Assessment" and "Tactical Operations Plan" packages SHALL be reviewed by the SWAT Commander or his designee within 24 hours of warrant service. Service packages should include the actual warrant (or hit confirmation), a complete criminal history, and local check on the suspect and any other pertinent information used in completing the "Threat Assessment" for the case.
APPENDIX “D”
SPECIFIC PROCEDURES/GUIDELINES

S.W.A.T. Call-Out Checklist:

☐ Establish Command Post

☐ Call SnoPac / Check call-in line to confirm responding officers

☐ Notify SnoPac of team member personnel numbers

☐ Establish staging area

☐ Assign staging area supervisor

☐ Assign emergency go Team Leader

☐ Establish emergency go team

☐ Establish inner perimeter

☐ Establish outer perimeter

☐ Equipment inspections:
  ☐ Weapons
  ☐ Mission specific equipment
  ☐ Uniforms
  ☐ General equipment
  ☐ Radio

☐ Verbal rehearsal of individual assignments

☐ Physical rehearsal of mission

☐ Aid crew advised
APPENDIX “E”

TEAM UNIFORMS, EQUIPMENT AND CONFIGURATION

A. Each SWAT Tactical team member shall be assigned specific equipment, outside of the officer’s standard assigned gear, as needed in general SWAT functions. These basic pieces of safety equipment are as follows:

1. Ballistic tactical entry vest with plates, level IIIA, olive, last name in black on a name tape, affixed to rear. “Police” 2 black on green patches and 2 white on green patches for front and back of vest. 2 (3”X 2”) black on green arm patches and 2 (3“X 2”) white on green arm patches
2. Kevlar helmet, olive, name stenciled to rear
3. Nomex gloves, black or olive
4. Nomex balaclava, black or olive
5. Ballistic eye protection
6. Tactical handgun, with under gun light, (drop) holster, black or olive, with belt
7. Gas mask with speaker/mic and carrier, black or olive
8. Silent radio equipment – lapel mic and earpiece

B. The SWAT Team Leader shall maintain an inventory log which indicates the location, amount, maintenance, and inspection of these assigned items to insure they are maintained for operational readiness.

C. The following BDU’s are the authorized uniforms for SWAT:

   Tru-Spec TDU Trousers and blouse – olive
   Standard BDU trousers and Blouse – olive or black
   Digital woodland camouflage uniform - sniper team members
   Woodland camouflage – sniper team members

D. Each SWAT Negotiator shall be issued the following equipment:

1. Encrypted radio
2. Ballistic helmet
3. Gas mask
APPENDIX “F1”

FIREARMS QUALIFICATION

REGION 1 SWAT HANDGUN QUALIFICATION COURSE

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3 Yards</td>
<td>Draw and fire 4 rds. (Failure drill – 2 Body, 2 Head) Untimed Tactical Reload</td>
<td>4</td>
</tr>
<tr>
<td>2</td>
<td>5 Yards</td>
<td>Draw and fire 3 rds. Strong-hand only. Untimed Tactical Reload</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>5 Yards</td>
<td>Draw, transfer to support hand only and fire 3 rds.</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>7 Yards</td>
<td>Draw and fire 10 rds. Including a Primary Malfunction clearance - (An inert round inserted somewhere into the magazine will be used to simulate the failure to fire). Untimed Tactical Reload</td>
<td>10</td>
</tr>
<tr>
<td>5</td>
<td>10 Yards</td>
<td>Draw and Fire 10 rds. (5 rounds, speed reload, 5 rounds) Untimed Tactical Reload</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>15 Yards</td>
<td>Draw and Fire 10 rds. (5 rounds, speed reload, 5 rounds) Untimed Tactical Reload</td>
<td>10</td>
</tr>
<tr>
<td>7</td>
<td>25 Yards</td>
<td>Draw and fire 10 rds. from barricade, (5 rds left side, timed tactical reload then 5 rds. right side) Untimed Tactical Reload. (Barricade must be used as cover &amp; may be used as support.)</td>
<td>10</td>
</tr>
</tbody>
</table>

Total shots 50

1. This course must be completed using the agency patrol duty holster & handgun.
2. The BLEA-2 will be used. The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value. Attendees will be given two opportunities to pass the course.
3. A passing score shall be 90% of the total possible points, **(450 out of a possible 500)**. A hit outside the scoring zones but on the silhouette will result in zero points but not constitute a miss. However misses off the silhouette will be result in a disqualification for that attempt. The head shots called for in Sequence #1 below must be within the inner shaded zone on the target.
4. The holster must have all retention devices secured at the beginning of each sequence.
5. Malfunctions are not an excuse or alibi to stop the qualification. If a malfunction occurs, the shooter will clear the malfunction and continue. For the purpose of this examination, a malfunction is an unforeseen mechanical breakage or defect related to the weapon or ammunition and was not shooter induced such as a failure to properly seat the magazine or properly load the handgun. If the shooter was unable to complete the sequence due to a malfunction, they will be allowed to re-shoot the sequence.
APPENDIX “F2”

FIREARMS QUALIFICATION

REGION 1 SWAT RIFLE QUALIFICATION COURSE

- Rifle is always on SAFE unless firing
- All shooting will start from low-ready, standing position
- Prior to shooting, shooters will ensure rear iron sight, optic reticle, and front sight are co-witnessed

<table>
<thead>
<tr>
<th>Distance</th>
<th>Position</th>
<th>Rounds &amp; sequence</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Yard line</td>
<td>Prone (Start from standing)</td>
<td>10 rounds</td>
<td>30 sec</td>
</tr>
<tr>
<td>25 Yard line</td>
<td>Kneeling (Start from standing)</td>
<td>5 rounds</td>
<td>10 sec</td>
</tr>
<tr>
<td>15 Yard line</td>
<td>Standing</td>
<td>5 rounds</td>
<td>10 sec</td>
</tr>
<tr>
<td>10 Yard line</td>
<td>Standing</td>
<td>5 rounds</td>
<td>6 sec</td>
</tr>
<tr>
<td>7 Yard line</td>
<td>Standing</td>
<td>5 rounds</td>
<td>6 sec</td>
</tr>
<tr>
<td>5 Yard Line</td>
<td>Standing</td>
<td>5 rounds</td>
<td>6 sec</td>
</tr>
<tr>
<td>3 Yard Line</td>
<td>Standing</td>
<td>5 rounds</td>
<td>4 sec</td>
</tr>
</tbody>
</table>

40 Rounds total

Target: BLEA-2

Scoring: All hits in the “Ten” zone (chest and/or head) are ten (10) points. All hits in the “Seven” zone are seven (7) points. All hits in the “Three” zone are three (3) points. Any hit touching the scoring rings of the next higher point value shall be counted at that value. Any hit outside of the scoring ring but still in shaded portion of the silhouette are scored as “Zero” (0). Misses or hits on any white part of the target or off the silhouette are counted as an automatic “Disqualification” (DQ).

Passing Score: Maximum score: 400 points
Minimum passing score: 360 points (90%)

Equipment: All shooters will, at a minimum, be equipped with the following gear: 1) Ballistic vest, 2) gun belt, 3) extra magazines, 4) Eye and ear protection.
APPENDIX “F3”

FIREARMS QUALIFICATION

REGION 1 SWAT SNIPER RIFLE (.308) QUALIFICATION COURSE

First Phase: Cold bore shot from 100 yards at a 3 inch circle. Round must impact within the 3 inch circle. Any shooting position and front (bipods or back pack) and rear support (bean bag) are authorized. One minute time limit.

Second Phase: Four round follow up group shot from 100 yards. All rounds must be within one MOA using a black one inch square as an aiming point. Any shooting position and front and rear support are authorized. Three minute time limit.

Third Phase: Five round group shooting from the shooter’s weak side from 100 yards shooting at a three inch circle. All rounds must impact within the three inch circle. Any shooting position utilizing the shooter’s weak side and front and rear support are authorized. Three minute time limit.

Fourth Phase: The target is a human silhouette marked with an “X” ring, 9 ring, and 8 ring. 10 shots are fired from 100 yards within 10 minutes. Five of the rounds can be fired from a prone position, but with no front or rear support (no bipods, back pack, or bean bags). The other five rounds can be fired from any position except prone (sitting, kneeling, standing, etc.). The shooters rounds are kept 50 yards to the rear of the firing line. The shooter has to retrieve one round at a time, therefore the shooter runs 100 yards between each round fired.

Scoring:
First Phase: -5 points if not within the 3 inch circle.

Second Phase: -5 points if the four round group is not MOA.

Third Phase: -5 points if the five rounds are not within the 3 inch circle.

Fourth Phase: - 5 points for each round outside the 8 ring. The shooter is disqualified if a round misses the silhouette. All ten rounds must be on the silhouette. If the shooter loses more than 10 points the shooter has failed.
SEARCH AND RESCUE UNIT

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1. SEARCH AND RESCUE UNIT

1.1. PURPOSE

The purpose of this Standard Operating Procedure is to clarify the responsibilities and procedures to be followed in conducting search and rescue (SAR) operations within Snohomish County and/or providing search and rescue assistance to other departments or agencies.

1.2. AUTHORITY

1. RCW 38.52-400:
   a. The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities.
   b. The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area.

2. ORGANIZATION / RESPONSIBILITIES

2.1. SPECIAL OPERATIONS COMMANDER

The Special Operations Division Commander is responsible for the overall administration and operation of the search and rescue (SAR) unit. The Special Operations Division Commander is responsible for:

1. Representing the Sheriff before the County Council, citizen groups and others on matters pertaining to the operation of the unit.
2. Defining unit goals and objectives and ensuring that such are met.
3. The administrations, operations, and logistical support for the unit
4. Developing unit policies and procedures.

2.2. INCIDENT COMMAND

SAR operations will be conducted under the Incident Command/National Incident Management System (ICS/NMIS) as appropriate and directed under the Unusual Circumstances SOP.

The Incident Commander responsibility will usually be delegated to the SAR Unit Sergeant or Deputy assigned to the mission.

1. In addition to the responsibilities and duties outlined in the Unusual occurrence SOP, the SAR Incident Commander is responsible for ensuring notification to the Special Operations Commander of search and rescue missions as soon as practicable.

2. As with all similar incidents, the SAR Incident Commander has the overall command authority and responsibility for the specific mission, and;
a. is responsible for developing and implementing the plan to be used to accomplish the mission;

b. ensures that appropriate assets are deployed to obtain a successful outcome of the mission;

c. ensures that all appropriate personnel are briefed and debriefed, and;

d. ensures proper documentation of the SAR effort and timely submission of all necessary reports.

2.3. THE OVERHEAD TEAM

The Overhead Team usually consists of members of Snohomish County Volunteer Search and Rescue (SCVSAR). The overhead team will be assigned by the Incident Commander to fill assignments within the incident command system. These positions may include, but not be limited to, Operations Section Chief, Planning Section Chief, and Logistics Section Chief. The Overhead Team:

1. Assists the Incident Commander in planning strategies and concepts that may be needed for the resolution of the mission.

2. Maintains an operations map and related records showing the progress of the mission on as current a basis as possible.

3. Maintains an ongoing log of the mission.

4. Maintains communications with the units in the field and the dispatch supervisor.

5. Keeps the SNOPAC supervisor up to date with the progress of the mission so that information can be kept at that location and available for the Sheriff's Administration and/or the Public Affairs Officer.

6. Maintains a list of all personnel involved in the mission and their status.

7. Assists the Incident Commander with any other tasks as required.
3. OPERATIONS

3.1. SAR DEFINITIONS

1. Search and Rescue (SAR)
   Search and Rescue is broadly defined to include the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed as a result of a natural, technological, or human caused disaster.

   A SAR response is a public safety emergency response.

2. Limited SAR Operation
   Those operations activated during localized situations involving a small number of persons; i.e., downed aircraft, lost person(s); drowning, injured climbers, etc.

3. Major SAR Operations
   Those operations activated during situations where a potentially large number of lives are at risk and/or where large areas are, or could become, affected; i.e., flooding where large areas are involved, etc.

4. Mission
   The physical and mental force that is put into motion to do whatever is necessary to remedy the problem requiring search and rescue assets.

5. SAR Base Camp
   a. This is usually where the command post will be located.
   b. The base camp may be the staging area for a particular emergency.
   c. A base camp should be set up to support the SAR personnel; i.e. food, shelter, etc.

6. Command Post
   a. A vehicle or facility having adequate communications from which the Incident Commander can provide direction and control of the mission.
   b. During any absence of the Incident Commander from the command post a person will be appointed by the Incident Commander to take charge of the command post.

7. Suspending the mission
   This decision rests with the Incident Commander in consultation with the Overhead Team when there has not been a find despite the search effort, i.e., the search for a missing person in a river did not produce the victim after a reasonable search was made. The search may resume at any time based on new information, new clues, sighting, etc.
8. SAR Volunteers
   a. Trained SAR volunteers: Those personnel who have been trained or are being trained in search and rescue, such as Snohomish County Volunteer Search and Rescue Unit (see SAR Training Manual), or other recognized voluntary units.
   b. Untrained SAR volunteers: Those personnel who have no training in SAR skills, procedures or methods, etc.

9. SNOPAC
   The one of the two public safety 911 radio communication centers operating in Snohomish County. SNOPAC is utilized as the primary communications center by the Sheriff’s Office and most of the law enforcement agencies and fire departments in North and East Snohomish County.

10. SNOCOM
    The one of the two public safety 911 radio communication centers operating in Snohomish County. SNOCOM is utilized as a secondary communications center by the Sheriff’s Office. It is the primary 911 communications center for most of the law enforcement agencies and fire departments in South Snohomish County.

11. Activation
    This Sheriff's Office procedure will be activated when a notification of a suspected lost or missing person(s), injured or trapped person(s), disaster or other circumstances requiring SAR assets is received by SNOPAC or the Sheriff's Office.

3.2. SAR IMPLEMENTATION
   1. Any request that indicates a need for SAR assistance will be directed to the dispatch supervisor of SNOPAC.
   2. The SNOPAC supervisor will notify the duty SAR deputy and the patrol supervisor. If possible, the patrol supervisor will direct an appropriate patrol-level response to the scene to:
      a. Secure additional information.
      b. Keep the reporting person(s)/witnesses, etc., available
      c. Assist in the emergency until the SAR Incident Commander arrives.
   3. The Incident Commander will call for the necessary SAR resources or have SNOPAC contact the necessary resources to accomplish the mission.
   4. The Incident Commander will ensure that a SAR Mission Number is issued by the WA. State Emergency Operations Center.
   5. Upon arrival of the Incident Commander, the SNOPAC supervisor will be informed of the location of Base Camp and Command Post.
6. The SNOPAC will continue to maintain communication with the SAR Command Post for the duration of the incident.

7. If the SAR mission is on National Forest lands, the SNOPAC supervisor will, at the earliest opportunity, contact the appropriate ranger station and advise them of the mission that is underway in their district. If the mission is located in a wilderness area of the National Forest, and helicopter(s) or any other motorized form of equipment are needed, a request for use must be made to that ranger district before being operated in the wilderness.

8. SAR personnel driving County licensed vehicles will abide by Sheriff’s Office Standard Operating Procedure Order #90-9 and other appropriate directives and vehicle utilization requirements.
   a. SAR volunteers are not authorized emergency vehicle operators.

9. Upon arrival at Base Camp, the Team Leader will notify the Command Post that they have arrived and be briefed on the mission. The Team will make ready for the field with any equipment necessary.
   a. No SAR personnel shall operate any special vehicles unless they have been properly trained to the SAR Incident Commander’s satisfaction.

10. If appropriate, the Incident Commander will ensure that the local Fire District is notified of the mission either for information or direct assistance as needed.

11. When working with other agencies, the SAR Incident Commander shall ensure that a Unified Command structure is initiated and maintained as/if appropriate for the incident.
   a. The SAR Incident Commander shall ensure that while such a command relationship is established and maintained, that the responsibilities and requirements of the Sheriff’s Office are fully maintained and met.

3.3. SAR ASSETS:

All required phone numbers for assets or notification shall be posted at SNOPAC and updated as often as necessary by the SAR Coordinator.

1. Snohomish County Sheriff’s Office Air Support Unit
   a. Snohomish County Air Support Unit equipment and personnel shall be utilized in compliance with the Air Support Unit SOP.
   b. Military, law enforcement and civilian helicopters may also be available to the Incident Commander.
   c. Such utilizations will be fully coordinated with the Sheriff’s office Air Support Unit

2. Snohomish Co. Sheriff’s Office Water Technical Rescue Team
   a. The Snohomish County Sheriff’s Office Office Water Technical Rescue Team (including S.C.U.B.A.) is available as a search, rescue or recovery asset and may be called out through SnoPac.
b. Volunteer Search and Rescue Swift Water Rescue Team

c. SCVSAR maintains a Swift Water Rescue Team to include Hovercraft and Pontoon Raft equipment and operators.

3. Typical additional SAR assets available to Incident Commander:

   a. Project Lifesaver Team,
   b. Helicopter Rescue Team (Under the control of ASU)
   c. K9 Teams,
   d. Mountain Rescue Unit,
   e. 4x4 Team,
   f. Sheriff’s Office:
      i. Marine Unit,
      ii. ORV Unit,
      iii. Patrol personnel,
      iv. Investigations personnel,
      v. SWAT personnel to include trackers.
   g. Explorer Search and Rescue,
   h. Man Trackers,
   i. Mounted Horse Teams;
   j. And other support units and agencies through the Washington State Emergency Operations Center.

3.4. SAR MISSION

1. After the briefing and ensuring the appropriate equipment is obtained, the SAR Team departs base camp to accomplish their assigned task.

2. All significant information from the Search & Rescue Teams to the command post will be documented. Examples of information:

   a. 1706 hrs: Team #3 has located a cigarette butt, unknown type, marked and location given.
   b. 1152 hrs: Jim Jones, a member of Team #5 was hit by a falling rock on his left side above the hip.
   c. 1540 hrs: Team #1 has reached the end of its search area and is enroute back to Base Camp on a compass heading of 164°.

3. The search or rescue will be carried out by the methods described in the SCVSAR Training Manual or by other standard and accepted methods.

4. After a search victim has been located or a rescue team has reached a victim, any aid necessary will be given, not to exceed the group's medical skill level.
5. SAR teams will expedite the evacuation of the victim(s) by whatever means safe and necessary, to either the base camp or to a medical facility capable of treating the injured victim.

6. If the victim, once located, is deceased, the team will secure the scene. No one will be allowed to move the body except to verify the death of the victim. Further disposition of the deceased victim will be at the direction of the Medical Examiner and/or the Major Crimes detectives.

7. Upon completion or suspension of the mission, returning team leaders will report back to Command Post to be debriefed showing areas searched, location of items discovered, location of the victim, and any additional information pertinent to the mission. The team leader will also verify all equipment and persons in the team are accounted for.

8. Volunteers leaving the scene prior to the completion/termination of the mission will report to the command post prior to securing to ensure the Incident Commander is notified of their departure.

9. When securing the mission, the Incident Commander should be the last to leave the Base Camp site, ensuring that all volunteers are accounted for and the Base Camp area is cleared and cleaned.

10. All equipment used on the mission should be cleaned, repaired, fueled, and made ready as soon as possible for the next mission.

11. It is recognized that the specific circumstances of a mission may dictate variations to this standard operating procedure and that such changes are within the power and discretion of the Incident Commander for any given mission.
4. **EQUIPMENT & SUPPLIES**

The Special Operations Division Commander is responsible for ensuring the Incident Commander has the needed equipment and supplies to accomplish the assigned mission in a safe and expeditious manner.

Specialty vehicles (hovercraft etc.) shall be inspected on a regular basis to ensure operational readiness. Maintenance will take place in accordance with manufacturer's specifications or when inspection of the vehicle would indicate maintenance is appropriate.

5. **SAR PERSONNEL REQUIREMENTS**

5.1. **SAR SERGEANT AND DEPUTIES**

1. Selected by Special Operations Division Commander as per the current labor agreement with the DSA

2. Prerequisites
   
   a. Off Probation at time of appointment
   
   b. Non-Smoker
   
   c. Able to successfully complete:
      
      i. An Oral Board,
      
      ii. Written Examination
      
      iii. Physical Fitness Test
   
   d. Have the physical ability and stamina to operate out-of-doors for long hours in wilderness environments or other open areas during extreme weather conditions.
   
   e. Have the physical ability, stamina and dexterity to operate in and out aircraft, to include helicopters, watercraft, to include hover craft and other water rescue vessels, and SAR vehicles such as 4x4 and ORV vehicles.
   
   f. Have the ability to work with, and manage, diverse persons and agencies in a coordinated and cooperative venue.
   
   g. Be able to meet call-out and training responsibilities that require a great deal of schedule flexibility and call-back assignments.
      
      i. Must be ability to main availability by pager 24 hours per day/7 days per week if required.
   
   h. Be able to meet all of the requirements and manage the responsibilities and duties outlined in this SOP.
   
   i. Be able to work in a diverse setting that demands the ability to deal effectively with victims and other related persons during crisis situations.
   
   j. Be able to work in an independent setting without close supervision.

3. **Physical Fitness Requirement**

   a. Three mile timed hike with pack containing 10 essentials
      
      Four hours to summit of Mt. Pilchuck and back to trailhead
   
   b. Must be able to swim
   
   c. Annual Physical Fitness Requirement
      
      Must be able to pass the basic physical fitness annually.
6. SAR TRAINING REQUIREMENTS

Personnel assigned to the Search and Rescue Unit shall successfully complete

1. State approved school for the operation and administration of search and rescue missions as soon as possible after assignment to the unit.

2. Basic Search and Rescue Academy through SCVSAR to include:
   a. Academy Introduction and SCVSAR Policies
   b. Incident Command System for SAR Team Members
   c. Hypothermia/Cold Injuries
   d. Wilderness Survival and Shelters (Class)
   e. Swiftwater Safety*
   f. Crime Scene Awareness*
   g. Wilderness Navigation (Class)
   h. Basic Search Techniques
   i. Blood Borne Pathogens*
   j. Wilderness Navigation (Field)
   k. Basic Helicopter Operations
   l. Intermediate Helicopter Operations
   m. Wilderness Survival (Overnight)*
   * May be Waived Due to Previous Training at Discretion of SAR Sergeant

3. National Incident Management System Compliance

4. In-Service Training Required
   a. Searching for Alzheimer’s Victims
   b. Avalanche Awareness
   c. Tracking Awareness
   d. Project Lifesaver (Awareness and/or Operator Training at Discretion of SAR Sergeant).
   e. Winter Survival (Classroom and Overnight)
   f. Monthly In-Service Training Day as Directed by SAR Sergeant
   g. Red Cross First Aid & CPR
   i. Mountain Oriented First Aid may be substituted for Red Cross First Aid
Explorer DUI Patrol (191_0).pdf
Patrol Procedures Manual (181_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

PATROL PROCEDURES MANUAL
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PATROL PROCEDURES MANUAL

The Patrol Procedures Manual is an official publication of the Snohomish County Sheriff's Office and is issued with the authority of the Sheriff. It is issued to provide direction and guidelines specifically relating to situations encountered by uniformed deputies.

1. PATROL PROCEDURES MANUAL

1.1 COMPLIANCE WITH DIRECTIVE OF THIS MANUAL
Personnel assigned to the Patrol Division, or operating under an incident being managed as a Patrol Division responsibility will comply with the directives set forth within the Patrol Procedures Manual. Personnel will pay close attention to relevant directives, which specify or require action to be taken or identify action which is prohibited.

1.2 PATROL PROCEDURES AS A SUPPLEMENT TO THE OFFICE MANUAL
The Patrol Procedures Manual represents a supplement to the Snohomish County Sheriff's Office Policy and Procedures Manual. It shall not replace any portion of that Manual nor shall it be construed to supersede any portion thereof. If a conflict is noted or perceived between the two manuals, the Policy and Procedures Manual shall take precedence.

2. PATROL PURPOSE AND MISSION

1. The mission of the Patrol Division is to support the overall mission of the Office, which is to protect and serve.

2. The Patrol Division pursues this Office mission through the enforcement of laws and ordinances, crime prevention, order maintenance, public education, and the protection of individual rights.

2.1 PATROL DIVISION'S ROLE

1. Patrol is the foundation of the law enforcement service. Patrol operations constitute the most visible and most easily accessible function of the Office. Patrol personnel have the greatest frequency of contact with the public. For these reasons, patrol deputies (more than any other personnel) create the public's perception of and support for the agency.

2. Patrol deputies encounter a wide variety of calls for service. They are called upon to perform a variety of tasks. As the first responders in most situations, they often arrive at complex and chaotic events. Deputies are required to assess situations, restore order, protect lives, property and rights, collect and record information, investigate crime, and arrest suspects.
3. The public visibility and complexity of the patrol function highlights the necessity for the highest standards of conduct and performance, which reflect the Office's mission and values statements.

2.2 COMMAND STRUCTURE

1. The Patrol Division shall be commanded by a Sheriff’s Captain. The Captain shall be responsible for all precincts and contract cities.
   a. Precinct Lieutenants will be assigned by the Captain to oversee day to day operations of the precincts.
   b. Operation Lieutenants(s) will be assigned at night to oversee field operations during evening hours.

2.3 PATROL CAPTAIN

1. The Patrol Captain shall be appointed by the Sheriff or his designee and report to the Operations Bureau Chief.

2. The Patrol Captain has the operational authority and responsibility of all precincts and contract city staff, their operations and resources.

3. The Captain responsibilities include, but not limited to:
   a. Planning, organizing, and setting county wide goals with the Bureau Chief for the Patrol Division;
   b. Reviewing decisions made by subordinates related to office policies and objectives;
   c. Monitor and evaluate the work of subordinates and prepare performance evaluations;
   d. Analyze operational and organizational problems; study records, reports and recommendations; recommend changes in office policy and procedures; initiate improvements in operations within scope of authority;
   e. Gather and analyze information and data; review compstat reports, perform strategic planning;
   f. Prepare budget proposals for Patrol Division.
   g. Maintaining consistency of work rules between all three precincts, thereby:
      i. Supervise Lieutenants
      ii. Develop community partnerships.
      iii. Schedule Command Duty Lieutenant rotation
2.4 PRECINCT LIEUTENANT

1. The Precinct Lieutenant(s) is assigned and reports to the Patrol Captain. The Precinct Lieutenant(s) shall be responsible for the day to day operations of the geographic area of their assigned precinct. This includes administrative tasks, operational duties, staffing, resource allocation, and the care and maintenance of the physical building.

   a. An exception to this policy is the Contract City Lieutenants who will be assigned by the Sheriff with input from the Contract City administration.

2. The duties of the Precinct Lieutenant include, but are not limited to:

   a. General oversight of field operations within their assigned precinct;
   b. Resource allocation;
   c. Billet assignments and vehicle assignments of personnel;
   d. Personnel on disability or light duty, paperwork etc.
   e. Maintaining patrol schedule and sharing resources with other precincts and contract cities;
   f. Assist Captain with planning;
   g. Coordinate, implement, and evaluate plans and programs;
   h. Monitor and evaluate the work of subordinates;
   i. Identify organizational problems; take corrective action when necessary to ensure compliance with office policy;
   j. Investigate allegations of misconduct by office personnel;
   k. Prepare monthly compstat report, analyze crime trends and spikes, and make recommendations for handling;
   l. Analyze law enforcement problems and recommend more effective approaches.
   m. Be the Incident Commander at critical incidents within their assigned precinct;
   n. Establish and maintain communication with community groups; represent the office to other outside agencies and the public.
   o. Coordinating “special projects” as directed by the Patrol Captain;
   p. Supervising sergeants

2.5 OPERATIONS LIEUTENANT

1. The Operations Lieutenant shall report to the Patrol Captain. The Operations Lieutenant shall have operational oversight during the work week and the night time hours when the Precinct Lieutenant is not on duty.
2. On weekends, the Command Duty Lieutenant Procedure will be in effect (please see 2.06.00). Operations Lieutenant(s) and Precinct Lieutenant(s) are expected to closely coordinate and work together on plans and programs.

3. The duties of the Operations Lieutenant include, but not limited to:
   a. General oversight of field operations (county wide) during the hours the Precinct Lieutenant is not on duty.
   b. Resource allocation and call prioritization county wide.
   c. Incident Commander at critical incidents.
   d. Supervision of Directed Patrol.
   e. Supervision of K-9.
   f. Coordinating “special projects” as directed by the Captain.
   g. Assist Precinct Lieutenants

2.6 COMMAND DUTY LIEUTENANT

1. Lieutenants will rotate through a “Command Duty Lieutenant” role. The role shall be utilized when neither a Precinct nor Operations Lieutenant is on duty. The Command Duty Lieutenant is responsible for:
   a. Response to incidents requiring incident command
   b. PIO duties
   c. Go to person for on-duty supervisors for notification and question.

3. FIELD PROCEDURES

1. Field procedures relating to such basic areas as arrest, use of force, use of vehicles, conduct, and communications are covered in the Snohomish County Sheriff’s Office Manual.

2. The directives listed below address narrower and more specialized issues which confront deputies working in Patrol and Traffic assignments.

3.1 EXPECTATIONS OF PATROL PERSONNEL

1. Deputies are expected to actively police their beat. This involves responding promptly to calls for service, engaging in proactive preventive patrol, fully investigating suspected criminal activity, checking of suspicious circumstances, and providing appropriate information and assistance to the public.

2. Deputies shall not make traffic stops, subject stops, arrests, searches, seizures, nor issue notice of infractions based on a person’s sex, ethnic
background, race, color, national origin, lifestyle, preferred sexual orientation, religion, criminal history, age, disability or social status.

3.1.1 Criminal Investigations

1. Criminal justice research indicates that the better the information and evidence gathered by the initial first responder, the greater the likelihood the case will be solved. Therefore, patrol personnel are expected to thoroughly investigate all known and suspected criminal activity.

2. Such investigations shall include:
   a. Detailed written reports of observations;
   b. Thorough crime scene processing and gathering of evidence;
   c. Canvassing areas for possible victims, witnesses and suspects;
   d. Thorough victim and witness interviews; and
   e. Thorough interrogation of suspect(s).

3.1.2 Response to Corrections and County Campus

The Snohomish County Jail and County Campus are the responsibility of the Snohomish County Sheriff’s Office. The following protocols have been put into place for calls for service:

1. Calls for service for crimes committed at the jail will be dispatched to patrol for initial response. The need for additional resources shall be determined by the shift supervisor.

2. Depending on nature, severity, and/or complexity of investigation, Investigation Division detectives may be called out to assist.

3. Death investigations will be investigated by MCU.

4. SMART shall be consulted if the custody death has any potential nexus to a use of force by Correction’s Staff or by the booking or arresting law enforcement agency.

5. The Sheriff’s Office Marshals are responsible for campus security.

6. The Marshalls shall respond (when on duty) to calls for service on the campus that involve minor criminal complaints and do not necessitate investigative processing, (ie. collection of evidence)

7. The Marshalls shall take subjects with warrants into custody and transport them to the Snohomish County Jail (Corrections Bureau).

8. Complex cases shall be referred to patrol or detectives.
3.2 SUSPICIOUS PERSONS OR CIRCUMSTANCES
Deputies are expected to thoroughly investigate persons that are acting in a suspicious manner or circumstances which appear to be suspicious or a threat to public safety.

3.2.1 Field Interviews
When contacting suspicious persons, deputies may choose to conduct and document a field interview with them. The conduct of such interviews is encouraged since they can provide valuable information regarding crimes and help to establish a very visible law enforcement presence.

3.2.2 Field Interview Reports
1. Deputies shall document field contacts by filling out a Field Interview Report (FIR) card (Form # SH-209-see Appendix A).
2. Completed FIRs shall be entered into the RMS (Records Management System) by a precinct secretary, and then forwarded to the Precinct Crime Analysis Deputy for appropriate dissemination.

3.2.3 Sharing Information
Deputies are encouraged to share information obtained in the course of professional duties with others assigned to their shift, their immediate supervisors, and, if warranted, with Detectives and the Precinct Crime Analysis and Intelligence Unit.

3.3 COORDINATION AND COMMUNICATION BETWEEN SHIFTS
1. The shift supervisor ending their watch shall brief the oncoming shift supervisor regarding pertinent conditions and incidents, which could affect the work of those starting their watch. Supervisors shall pass on incidents of significance to their Lieutenant to be incorporated in the Patrol Division Report.
2. Supervisors, deputies, and other Office personnel are expected to convey pertinent information to other units in the office. Information of a non-urgent nature should be conveyed via chain of command. Information of an urgent nature should be conveyed directly to affected personnel, prior to secondary dispersion via the chain of command.

3.3.1 Shift Briefings
Shift briefings should accomplish (at a minimum) the below listed and basic tasks:
1. briefing deputies with information regarding daily patrol activity, with particular attention given to unusual situations, potential and actual police hazards,
2. changes in the status of wanted persons, stolen vehicles, major investigations,
3. information regarding relevant community-based initiatives.
4. changes to their schedules and/or assignments.
5. legal updates
6. new or changed directives.
7. supervisors should evaluate deputy readiness to assume patrol.
   i. Shift briefings should be conducted daily. Flexibility is afforded to the time and location of the briefing. If a briefing is cancelled or deputies are unable to attend, the shift supervisor should contact those deputies assigned to their shift and pass on the pertinent information.
   ii. Supervisors shall complete their roll call briefing reports which shall be posted in the roll call binder.

3.4 INFORMANTS
1. Citizens willing to share information regarding suspicious or criminal activity are useful to the patrol function.
   a. Most informant management will be the responsibility of detectives in the Investigations Bureau or the Snohomish Regional Drug Task Force.
2. Citizens who wish to simply report on crime or suspicious activity out of civic duty or neighborhood safety concerns should be encouraged to do so.
3. Those who wish to provide information on major cases or who are seeking some kind of inducement or consideration (money, reduced charges or penalties in their own cases) should be referred to detectives in Investigations or the Snohomish Regional Drug Task Force.
4. While deputies are encouraged to develop informant information, the use of confidential or paid informants is reserved to detectives assigned to specialty unit or those deputies that possess informant management training and also their sergeant’s written approval [3.04.00 A (1)].

3.5 ON-SCENE SUPERVISOR
Deputies shall contact a supervisor for on-scene response in the following situations:
1. Injury or death to a deputy
2. Use of potentially lethal force by deputy (whether or not resulting in injury or death to another)
3. Collision involving an Office vehicle
4. Dead body (whether apparently due to homicide; suicide; or natural causes when unattended)

5. Criminal act or collision involving the employee of another agency

6. Any emergency or disaster likely to require significant extra resources

7. Law enforcement officer involved domestic violence for SCSO and all other law enforcement agencies.

8. Other circumstances in which a supervisor's presence is viewed as necessary.

3.5.1 Other Than Immediate Supervisor

If the deputy's immediate supervisor is not available (including the master patrol deputy), deputies shall contact an on duty supervisor from another precinct, or if the situation warrants, contact their precinct Lieutenant or Operations Lieutenant.

3.6 RESPONSE TO ALARMS

1. Deputies may respond to many alarms throughout their shift and may also respond to the same location time after time.
   a. Deputies should not assume that an alarm is false until it has been verified to be false.
   b. Deputies shall respond to audible alarms in an expeditious manner.
   c. Deputies responding to silent, panic, or hold up alarms shall cut their code response in a reasonable distance from the alarm so as to not warn potential suspects of their arrival.

2. Deputies shall attempt to conceal themselves and their vehicles upon arrival and shall set up containment of the building if at all possible.

3. Telephone contact should be attempted either by a deputy or dispatch to confirm the alarm is a good alarm or false.
   a. If it appears to be a false alarm, deputies shall respond until cancelled by the alarm company or until they have confirmed with someone at the scene that the alarm is false.

4. Deputies shall (if at all possible) have someone from inside the building or residence exit the structure and walk to their location to confirm a false alarm.

5. Any subject who is contacted should have a F.I.R. filled out on them.

6. Deputies shall issue false alarm reports on all false alarms unless extenuating circumstances dictate otherwise.
3.7 WORKING WITH K-9 UNITS
1. The availability of K-9 units can be a real advantage to patrol deputies. Deputies should consider inquiring about the availability of K-9 when:
   a. tracking of dangerous suspects is desired
   b. danger to officer (such as building search)
   c. locating evidence
2. K-9 units not on duty shall not be called out unless first approved by a supervisor.

3.7.1 Assisting K-9 Response
K-9 Units work most effectively when:
   • track of suspect is not contaminated by others (deputies);
   • area is cordoned off;
   • containment is set up. Deputies are reminded that they should stay in their vehicles with emergency lights on. Their motor should be off when a K-9 unit approaches the area they are containing.

3.8 DEALING WITH MENTALLY ILL SUBJECTS

3.8.1 Conditions for Taking the Mentally Ill into Custody
Deputies may take apparently mentally ill persons into custody under the following circumstances:
1. The person appears to be in danger of serious physical harm due to failure to provide for their own health or safety needs, or
2. The person appears to have a repeated or escalating loss of control over actions and is not receiving care essential for personal health and safety, or
3. The person presents a substantial risk of physical harm to himself/herself (e.g., threats or attempts to commit suicide, self-inflicted injury), or
4. The person presents a substantial risk of physical harm to another person or has already committed same, or
5. The person presents a substantial risk of significant harm to the property of others or has committed same.

3.8.2 Mentally Ill Prisoners
The processing of mentally ill prisoners shall be in accordance with other Snohomish County Sheriff's Office Policy and Procedures.
3.8.3 Evaluation of Mentally Ill Persons
1. Deputies may request on-site mental health evaluations of mentally ill persons by mental health professionals through dispatch or direct calls to the County Mental Health Office.
2. Deputies transporting mentally ill persons for evaluation will complete appropriate reports.
3. Due to the amount of time necessary to transport a non-custodial mentally ill person to the hospital for a mental health evaluation, private ambulance should be used for transport if practical.
4. In this case, the deputy shall give the carbon copy of the “Officers Mental Health Contact Report” to the ambulance personnel for the mental health professional’s use.
5. Deputy(s) will follow the ambulance or aid car and remain at the hospital until relieved by the MHP for all involuntary commitments.

3.8.4 Dangerous Persons
When there is a particular person that is believed to be a likely candidate for involuntary commitment and has the potential for being dangerous either to oneself or others, a representative of the Office may request a mental health official to undertake an investigation of that person.

3.8.5 Mentally Ill Subjects: Reporting
Deputies shall complete an “Officers Mental Health Contact Report” for all involuntary and voluntary commitments.

3.8.6 Intoxicated Persons
1. Intoxicated persons should not be taken into custody for involuntary commitment unless they display signs of being gravely disabled or a danger to themselves or others or the property of others.
2. Non-violent, cooperative intoxicated persons may be transported to the appropriate Detoxification Center on a voluntary basis.
   a. Deputies should call the detoxification center prior to transport to confirm that they will accept the subject transported.

3.9 ANIMAL COMPLAINTS
3.9.1 Vicious Domestic Animals
1. When responding to vicious animal complaints, deputies should verify that the animal is vicious, and then stand by until Animal Control personnel arrive on scene.
2. If there is an immediate danger to people and containment is not a practical option, personnel are authorized to utilize their firearm(s) as allowed under the Policy and Procedures Manual.

3.9.2 Animal Bites
1. In cases of animal bites, if the animal's ownership cannot be determined, the deputy shall contact Animal Control for pickup.
2. If the owner is known, the owner shall be instructed to confine the animal for ten days, away from other animals and humans.
3. Deputies shall forward copies of their report to animal control for follow up in a timely manner.

3.9.3 Injured Animals
1. Upon receiving a report of an injured animal in the area south of Snohomish River and west of Highway 9, PAWS may be called during hours where Animal Control is not available.
2. In all other areas, a deputy shall verify that the animal is injured, secure if possible, and after supervisor approval call the on-call Animal Control Officer.
3. Injured wildlife will be referred to the Washington State Department of Fish and Wildlife.

3.9.4 Dogs Running At Large
1. Complaints of dogs running at large (commonly referred to as "stray" dogs), shall be handled by Animal Control during duty hours. Advise the complainant that they may confine the animal and Animal Control may pick it up during duty hours.
2. If the animal is loose in a "leash law zone," advise Animal Control during duty hours. If the owner of the animal is known by the complainant, the owner should be contacted by a deputy and advised that they are in a leash law area and a citation could be issued for allowing his dog to run at large. (SCC 9.14.030).
3. Deputies can issue citations for leash law violations if necessary.
   a. It should also be noted that all of unincorporated Snohomish County with the exception of the reservation, is now a leash law zone.

3.9.5 Barking Dogs
1. Snohomish County Code 10.01.040 makes it unlawful to allow sound that is a public disturbance noise to originate from your property including "...frequent, repetitive, or continuous sounds made by any animal which unreasonably disturbs or interferes with the peace and comfort of property owners or possessors."
a. The ordinance exempts sounds made by livestock and sounds made in animal shelters and licensed kennels.

2. The Sheriff or any duly appointed deputy sheriff is authorized and directed to administer and enforce the provisions of chapter 10.01 SCC pertaining to public disturbance noises. When a civil infraction is issued each violation shall be subject to a civil penalty of:
   a. $100 when the violator is not engaged in commercial ventures as defined in SCC 28.08.100; (i.e. residence) and
   b. $250 when the violator is engaged in commercial ventures as defined in SCC 28.08.100 (i.e. business kennel)
   c. Penalties for an additional separate violation of a like nature by the same person within a three year period shall be double the rates identified.
   d. A second or any additional separate violation/s of a like nature committed by the same person within a 24 hour period can be cited for a misdemeanor or can be fined for each violation not to exceed $1,000 in fines in the 24 hour period.

3. Accordingly, "barking dog" complaints will be handled by the deputy on duty at the time of the complaint, or in a manner similar to any other noise complaint.

4. Deputies are encouraged to handle the complaint to conclusion, without additional contacts having to be made by other deputies on an ongoing basis.

3.9.6 Stray Livestock
1. Deputies will attempt to locate the owner of the stray animal by checking fences in the area and checking with people in the area.
   a. If the owner is located, it is their responsibility to contain the animal.
   b. If the owner is not located, and after supervisor approval, Animal Control may be called to impound the animal.

2. In the event that the animal, or animals, have done damage to a person's property, that person may retain the animal(s) until the owner pays damages.
   a. There are notice requirements in this statute and property owners should contact an attorney for legal advice.

3.9.7 Injured Horses and Cattle
   If a horse or cow is injured, attempt to locate the owner.
1. If the owner is located and he wants the animal disposed of, you may dispose of it upon his written request.

2. If the owner is not located, call Animal Control and they will determine whether to put the animal down or have a veterinarian check it.

3.9.8 Wild Animals

1. When detailed to or confronting wild animals posing a nuisance, deputies shall contact Animal Control officers or State game agents.

2. Deputies are authorized to kill a wild animal which is posing an imminent danger to people or is seriously injured.

3.10 COURT PAPERS

The service of court papers are part of the duty of the Sheriff’s Office. While the majority of court papers service is carried out by Special Service Officers, deputies are also involved in this activity.

1. Deputies shall serve court papers as directed by supervisors.

2. Court papers directing a deputy to transfer custody of a child shall be reviewed by a supervisor prior to being served.

3.11 SPECIAL INVESTIGATIONS MANDATORY CONSULTATION

1. Deputies shall contact the Special Investigations Unit Sergeant for consultation or call out for the following crimes.
   a. Kidnap of juvenile victim
   b. Rape, incest, or molestation of juvenile victim
   c. Felony assault on a juvenile victim under 13 years of age or CPS referral

2. Deputies may contact the Special Investigations Unit Sergeant for consultation or call out for the following crimes:
   a. Unlawful imprisonment of a juvenile victim
   b. Rape, incest, or molestation of an adult victim
   c. Reckless Endangerment of a juvenile victim
   d. Harassment, stalking, or luring of a juvenile victim
   e. Criminal Mistreatment of a juvenile victim (Recommended)
   f. Sexual Misconduct with a minor (recommended)

3. If the Special Investigations Unit Sergeant is unavailable then the Investigations Commander shall be contacted.
3.12 MAJOR CRIME MANDATORY CONSULTATION

1. Deputies shall contact the Major Crimes Unit Sergeant for consultation or call out for the following crimes:
   a. Suspicious death
   b. Assault when injury likely to cause death
   c. Kidnap of adult victim
   d. Missing person with foul play suspected
   e. Deputy involved death or serious injury

2. Deputies may contact the Major Crimes Unit Sergeant for consultation or call out for the following crimes:
   a. Unlawful Imprisonment of adult victim
   b. Felony assault of an adult victim (non-deputy) or juvenile victim 13 years or older.
   c. Reckless Endangerment of an adult victim
   d. Harassment or stalking of an adult victim
   e. Criminal Mistreatment of an adult victim

3. If the Major Crimes Unit Sergeant is unavailable then the Investigations Commander shall be contacted.

3.13 MANDATORY NOTIFICATION

1. The shift supervisor or his/her designee shall be responsible for notifying the appropriate Lieutenant, Captain, Bureau Chief, Undersheriff, and Sheriff whenever any of the following instances occurred.
   a. Notification shall follow chain of command. Once notifying the person above in the chain, responsibility transfers to the next higher rank.

2. The following instances necessitates an in-person or telephone contact:
   a. Serious injury or death to an on-duty or off duty employee.
   b. Sheriff’s Office vehicle accidents resulting in serious injury or death to either deputy(s) or citizen(s).
   c. Officer involved shootings.
   d. Any major disturbance (such as a riot at the Washington State Reformatory or Snohomish County Jail) or any other major disaster.
   e. Search and Rescue missions that require the use of the Sheriff’s Office helicopter and/or any mission resulting in serious injury or death to victim, volunteer or personnel.
   f. Any unusual occurrence that shift supervisors deem necessary.
g. Any injury to on-duty personnel that requires a hospital visit.

h. Any use of force where the suspect loses one or more life functions for any period of time.

i. Allegations of criminal conduct by Sheriff's Office personnel.

3. The following incidents may only require email notification:
   a. Assaults which may result in death or serious permanent injury to the victim.
   b. Homicide(s).
   c. Any collision involving a Sheriff's Office vehicle.
   d. Any incident that may receive significant media attention.
   e. Any incident where SCSO causes significant property damage.
   f. All uses of Pursuit Intervention Technique.
   g. Callouts of Investigations or Special Operations staff.

4. THE TRAFFIC FUNCTION

1. Traffic safety is essential to protection of lives and property in Snohomish County. The Snohomish County Sheriff's Office is responsible for the enforcement of traffic laws and collision investigation on county roads.

2. The goal of the Office's enforcement efforts is the prevention of collisions and the enhancement of personal safety.

3. Traffic law enforcement is not only the special responsibility of deputies assigned to traffic duties but is also the responsibility of all patrol deputies.

4.1 TRAFFIC LAW ENFORCEMENT

Deputies are expected to take enforcement action when traffic violations of a possible or actual collision causing nature occur in their presence, or when probable cause exists upon investigation of a collision or criminal traffic matter.

1. Enforcement may be in the form of a written notice of infraction, written or verbal warning, or a custodial arrest for those traffic violations enumerated in RCW 46.63.020.

2. Enforcement of other traffic laws such as parking, equipment violations and other non-hazardous violations is encouraged as assignment and/or work load permits.
4.2 SPECIAL GROUP VIOLATORS

4.2.1 Juveniles
1. Juveniles sixteen and seventeen years of age may be handled as adult violators for traffic offenses.
   a. Juveniles under the age of sixteen may be referred to the Juvenile Court for traffic violations.
   b. When appropriate, juvenile court referrals shall be forwarded to the Juvenile Court Prosecutor's Office.
2. An attempt should be made by the deputy to inform the juvenile's parent or guardian of violations resulting in referral or arrest.
3. Additional information regarding the handling of juveniles can be located in the Office Manual at 11.06.000.

4.2.2 Legislators
1. During the legislative session, legislators are "privileged from arrest in all cases except treason, felony, and breach of the peace," (Art. II, sec. 16, WA. St. Cont.)
2. Legislators may be issued traffic infractions and they may be taken into custody for the purpose of obtaining a breath test but they should not be incarcerated for misdemeanor violations during the legislative session.

4.2.3 Foreign Diplomats and Consulate Officers
1. Foreign diplomats and consulate officers may be issued traffic notice of infractions and citations. They may also be taken into custody for the purpose of a breath test.
2. Should the question arise as to proper protocol, contact the U. S. Department of State Operations Center at (206) 647-2412 (24 hours).

4.2.4 Foreign Nationals
If a known foreign national is custodially arrested, he/she shall be advised of their right to have a consular representative notified that they have been arrested or detained and that they may be able to obtain legal counsel.
1. Some countries require mandatory notification and therefore the foreign national shall be advised that there is not a choice in advising of their consular representative about the arrest or detention.
2. Questions can be answered through the Assistant Legal Adviser for Consular Affairs at (202) 647-4415 or after hours at (202) 647-1512.

4.2.5 Military Personnel
1. When a custodial arrest is made of military personnel, the arresting officer should attempt to notify the individual's home base. If this is not possible, contact the nearest base of the same service and inform them of the detention.
2. This does not apply to the issuance of a traffic citation when an actual custodial arrest is not made.

4.3 CONTACT WITH VIOLATORS
1. Deputies are to maintain a courteous, professional, and positive approach when contacting traffic law violators while still taking proper steps and precautions to assure their safety and well-being as well as that of the violator.
2. Deputies making traffic stops should consider preplanning their stop to afford adequate parking for both the violator and the police vehicle.
   a. Deputies should use their patrol vehicle in such a way as to provide protection for the deputy while making his/her approach and contact with the violator.
   b. Consideration should be given to the width of the roadway, the traffic conditions, and occupants of the violator’s vehicle.
3. Traffic stops initiated by deputies in full uniform shall serve as the norm for enforcement action
   a. Traffic stops by deputies that are either out of uniform or in partial uniform are discouraged due to officer safety and possible citizen identification issues, but nothing in this subsection is to be construed to limit a deputy’s discretion in enforcement.

4.3.1 Information Provided to Violators
Upon issuing a notice of infraction, deputies shall inform violators of the following:
1. That the violator should read the front and back sides of the infraction for instructions.

4.4 UNIFORM ENFORCEMENT
The following uniform enforcement policies regarding the below enumerated traffic violations are necessary in order to provide a fair and reasonable approach to traffic enforcement, and to promote the public acceptance of traffic enforcement.
4.4.1 Driving Under the Influence of Alcohol/ Drugs
Due to the danger posed by the impaired driver, it is this Office's policy and part of the Office’s crime fighting plan to vigorously seek out and arrest the impaired driver.

4.4.2 Speed Violations
1. A written warning, verbal warning, or Notice of Infraction may be issued for speed violations.
2. The deputy should take into consideration time of day, pedestrian traffic, other traffic conditions, weather conditions, amount of speed in excess of speed limit, as well as other factors affecting the safety of the public in determining the appropriate enforcement action for speeding.
3. The overt goal in traffic enforcement is community safety.

4.4.3 Other Dangerous Violations
Deputies are expected to take enforcement action upon witnessing traffic violations of a possible or actual collision causing nature.

4.4.4 Equipment Violations
Regular or warning citations or verbal warnings may be issued for equipment violations at the discretion of the deputy.

4.4.5 Public Carrier/Commercial Vehicle Violations
1. If a local transit, school bus, or commercial vehicle is stopped for a violation, the deputy shall obtain the driver's license and inform him/her of the violation.
2. If an infraction is to be issued, it shall be issued in an expeditious manner so as not to interfere with the bus schedule more than is necessary.

4.4.6 Violations not Presenting Collision Danger
Deputies are encouraged to work such violations as assignment and work load permits.

4.4.7 Multiple Violations
No more than three violations may be written on a notice of infraction form. Infractions and misdemeanors may not be cited on the same form.
1. All traffic violations arising from the same incident shall be cited into the same court.
4.4.8 Newly Enacted Laws and/or Regulations

Normally, a period of public information and/or warnings shall take place before written infractions are issued regarding newly enacted laws and/or regulations.

4.5 EMERGENCY EQUIPMENT

1. The use of emergency equipment shall be in compliance with RCW 46.61.035.

2. Deputies shall use emergency equipment (lights, siren, and spotlight) as necessary to accomplish traffic enforcement task.

3. For safety reasons, overhead emergency lights and/or hazard lights should (generally) be left on during a traffic stop.

4.6 SPEED MEASURING DEVICES / OPERATION

1. Deputies shall complete office approved instruction before they will be certified to operate radar and/or laser speed measuring equipment.

2. The operation and maintenance of radar and laser speed measuring devices shall be in compliance with the manufacturer's recommendations and instruction received by deputies.

3. Any malfunction of a radar or laser speed measuring device shall be brought to the immediate attention of the Precinct Commander or his/her designee. The radar or laser speed measuring device shall be taken out of service immediately if there is a malfunction which causes the unit to operate improperly.

4. Routine maintenance and certification of radar and/or laser units shall be done before a new radar and/or laser unit is placed into service, and at least every two years for existing units.

4.7 TRAFFIC INFRACTIONS

1. Deputies may obtain Notice of Infraction books from their sergeant. Deputies shall sign books out and will be accountable for each infraction issued.

2. Any discrepancies shall be explained in writing to precinct commander via the chain of command. Discrepancies shall be noted on a traffic log.

4.8 TRAFFIC DIRECTION AND CONTROL

Deputies and/or volunteer personnel may occasionally be expected to personally direct and control traffic due to accidents, hazards, disasters, and public events. This function serves to assist traffic flow and to enhance the safety of pedestrians and vehicles.

1. Care shall be taken to protect personal safety while performing this duty. Safety vests or directive clothing should always be worn when directing traffic from a traffic lane.
2. If a significant amount of time is needed for traffic control, County Roads (or DOT for State routes) should be called to respond with traffic control signage.

4.9 VEHICLE ESCORTS
1. Vehicle escorts to accompanying dignitaries, oversized loads, or actions which facilitate special events shall be at the discretion of the Field Operations Bureau Chief.
2. Office vehicles shall not be used to accompany ambulances, medic units, or other civilian vehicles in any emergency capacity.

4.10 EMERGENCY ROAD ASSISTANCE
Deputies shall note the location of stranded motorists and either personally assist or call in the location for other agencies to assist the motorist if engaged in another assignment.

4.11 HAZARDOUS ROAD CONDITIONS
1. When hazardous road conditions come to the attention of a deputy (e.g., traffic light malfunction, damaged or missing stop sign, oil or debris on the roadway), deputies shall notify dispatch immediately so that they may contact the appropriate agency to correct the situation.
2. If the hazardous condition presents an immediate danger to those using the road, deputies shall take action to lessen the immediate danger or to divert traffic.

4.12 ABANDONED VEHICLES

4.12.1 Abandoned Vehicle Procedure
1. Upon discovering an abandoned vehicle, a deputy shall attach a notification sticker to that vehicle in a readily visible location. High-visibility markings may also be written on the back window denoting the time and date of the initial contact by deputies.
2. A reasonable attempt shall be made by the deputy tagging the vehicle to contact the vehicle's last owner and have the vehicle removed by the agency.
3. If an abandoned vehicle is not removed after a minimum of 24 hours, the vehicle is subject to being towed and impounded. The deputy tagging the vehicle is expected to check the vehicle and arrange for impound, however, a tagged vehicle left for more than 24 hours should be impounded by any deputy encountering the vehicle.
4. Deputies shall immediately impound vehicles which create traffic and other safety hazards unless the owner or owner's
representatives can place the vehicle in a safe and legal location in a reasonable amount of time.

5. The Records section shall be notified by the deputies whenever vehicles are impounded. Notification will include year, make, model, color, and license plate of car, date posted, date impounded, and towing company used and will be made by faxing the vehicle impound section of the incident report to Records prior to going off shift.

4.12.2 Junk (Hulk) Vehicles

1. "Junk vehicle" means a motor vehicle certified under RCW 46.55.230 as meeting the following requirements:
   a. Is three years old or older.
   b. Is extensively damaged. Such damage including but not limited to any of the following: a broken window, or windshield, missing tires, motor, or transmission.
   c. Is apparently inoperable.
   d. Is without valid, current registration plate.
   e. Has a fair market value equal to the value of the scrap in it.

2. Deputies called to a hulk vehicle sign off shall ensure the above requirements are met before signing the hulk (junk) vehicle sign off form. Deputies shall provide information on the vehicle’s registered and legal owner to the land owner if there is a record available.

4.12.3 Hulk Vehicle Impounds- Public Property Only

1. Sheriff’s Office personnel will use the following resource in the removal of hulk vehicles from public property:
   a. The “Environmental Cleanup Program” is administered through the Solid Waste division in the Public Works Department, and will be utilized when dealing with hulk vehicles on public property.

2. These are the only situations in which sheriff’s office personnel can use the Environmental Cleanup Program to remove vehicles. This shall include state, county, and federal lands. It shall also apply to county right of ways on the Tulalip reservation.

3. The following steps shall be followed when utilizing this program:
   a. The vehicle must meet all requirements of a “Junk” vehicle as defined in RCW 46.55.230 and/or SCC 10.36.010.
b. The deputy shall “tag” the vehicle in keeping with standard procedures. An effort shall be made to identify the owner of record and/or the person responsible for abandoning the vehicle on the property.

c. The deputy shall then complete the front side only of a standard junk vehicle form (Washington State Junk Vehicle Verification) as completely as possible.

d. The deputy shall then complete a standard department fax form describing the specific location(s) of the vehicle(s) (utilizing map book coordinates). This form and the junk vehicle form shall then be faxed to the ECP Office at 425-388-7646. Upon receipt of the information, ECP staff will then respond to the vehicle site at their earliest opportunity to perform the removal.

   i. Note – The deputy is not required to draw a case number or prepare a report – an incident number shall suffice and is recommended that the deputy retain the forms faxed to ECP for their own personal records.

   ii. Attachments are located in the Appendix Section

4.13. TOWING

1. Whenever a vehicle is towed at the direction of a deputy for evidence or seizure purposes, transporting county owned vehicles, or moving vehicles in Sheriff’s Office custody from one location to another, dispatch shall be advised to call the tow agency currently under contract for these purposes.

2. All other impounds shall be directed to the next towing company on the dispatch center's approved rotational list.

3. A Vehicle Impound form and inventory record will be completed and distributed as a record of the vehicle impounded and its contents. The deputy shall sign the authorization to tow form.

4. An Incident Report shall be completed on all Office impounds with specific reasons listed as to why the vehicle was impounded.

   a. The Records section shall send a letter to the last known registered owner notifying them of the impound (if they were not notified at the scene).

   b. Copies of this letter shall be attached to the Incident Report.

4.14 TRAFFIC COLLISION INVESTIGATION

1. Deputies shall respond to and investigate as necessary, reportable collisions as defined by RCW 46.52.030 as well as collisions involving:

   a. impairment of a driver due to drugs or alcohol;
b. damage to public vehicles or property;
c. a disturbance between parties;
d. major traffic congestion resulting from the collision.
e. Hit and run collisions

2. Serious injury collisions or fatal collisions will follow the Collision Investigations Unit SOP.

4.14.1 Collision Reporting
In cases where our Office is the primary reporting agency, deputies shall complete a police traffic collision report on all reportable collisions as defined by the State of Washington using the Washington State Collision Report or direct parties to use the same.

4.14.2 Arrest Related to Collisions
Standard incident reports shall be completed for all arrests resulting from traffic collisions as well as the Washington State Collision Report.

4.14.3 Hazardous Materials Collisions
For traffic collisions involving hazardous materials, the nearest Haz-Mat response agency or State Department of Ecology will be contacted to oversee removal of material.

1. Deputies should remember to use proper Haz-mat safety precautions when dealing with unknown hazardous materials.

4.14.4 Enforcement Action
1. If investigation/evidence determines that a driver’s action or negligence caused a traffic collision, excluding collisions where felony charges are possible, deputies should issue a Notice of Infraction (NOI) or refer the case to the Prosecutor’s Office for the appropriate violation.
   a. Notice of Infraction(s) will be completed at the scene of the collision, unless the driver is to be transported for medical attention. If this occurs, the deputy will then attempt to advise the driver that the NOI will be mailed.
   b. The NOI shall be forwarded to the appropriate court.

2. In collisions where felony charges are possible, a Notice of Infraction shall not be issued. Charges for such collisions shall be filed through the Prosecutor’s Office.
   a. Drivers on whom felony charges may be filed shall not be booked for lesser misdemeanor charges.
3. If an emergency vehicle belonging to a public agency is involved, the driver will not be cited for an infraction.
   a. Appropriate reports, statements and information regarding the collision shall be forwarded to the driver’s agency for an internal review, and, if appropriate, to the Snohomish County Prosecutor's Office for the review of possible criminal charges.
   b. Any disciplinary action will be the responsibility of the driver’s agency.

4.14.5 Collisions on Private Property
Deputies shall respond to collisions on private property which meet criteria in 4.14.00 above.

4.15 COLLISIONS INVOLVING INJURIES
1. Deputies have a duty to protect life. To that end, deputies shall respond to dispatched reports of injury collisions. The deputy shall assess the nature of the injuries and, if possible, render aid. As soon as possible, trained medical personnel shall be summoned to the scene to treat the injured.
   a. Deputies are cautioned to be cognizant of the dangers of blood borne pathogens and take the appropriate steps necessary to protect themselves from exposure.

2. After being relieved by aid personnel, deputies may need to assist with traffic control or conduct the collision investigation. If the collision is the responsibility of the Washington State Patrol then deputies may be requested to assist the Washington State Patrol with the collision investigation.

4.15.1 Collisions Involving Fire
Deputies that respond to collisions involving fire should take the necessary steps to safeguard human life without exposing themselves to an unreasonable danger. Trained fire personnel shall be summoned as soon as possible.
1. If practical, deputies may elect to extinguish the fire utilizing their issued fire extinguisher.

2. Deputies are cautioned that burning vehicles emit highly toxic gasses which, when inhaled, may cause serious physical injury.

4.15.2 Collisions: Sharing of Information
In situations where areas are identified as traffic problem areas (either due to frequency of collisions or traffic violations), this information shall be forwarded to the County Public Works Department road engineers for consideration in planning.
4.15.3 Collisions Involving Sheriff's Office Vehicles

The Collision Investigation Unit (CIU) has primary responsibility to investigate collisions involving Snohomish County vehicles and any collision likely to create liability for the county.

1. The Collision Investigations Unit supervisor will be consulted in accordance with the Collision Investigations Unit SOP on Office involved collisions.

5. PRECINCT PROCEDURES

The patrol function of the Snohomish County Sheriff's Office is organized within three precincts.

1. While precinct procedures are to conform to Office-wide policies and procedures, issues related to organization and deployment of personnel within precinct coverage areas are determined at the precinct level.

2. Sub-stations assigned to precincts shall be subject to that precinct’s policies and procedures or as directed by the Precinct Lieutenant.

5.1 ISSUES DETERMINED AT PRECINCT LEVEL

Precinct Lieutenants and Sergeants are responsible for assignment of personnel to beats, day-to-day scheduling of personnel work, days off and leave, and handling of minor complaints.

1. Assignment scheduling decisions shall be consistent with applicable bargaining unit contracts.

5.2 IN-HOUSE PRECINCT PROCEDURES

1. Precinct Lieutenants possess the prerogative to establish precinct level procedures (e.g., parking, and facility access) to facilitate operation. However, Precinct Lieutenants are encouraged to maintain consistency in procedures among the three precincts.

2. Changes to current work procedures shall be discussed by all Precinct Lieutenants and approved by the Captain. Such procedures are subject to initial and periodic review by the Captain.

3. Precinct Lieutenants are responsible for producing the monthly Compstat Report and are accountable for responding to crime spikes and trends.

6. REPORTS, PROPERTY, AND EVIDENCE

6.1 REPORTS

Reports are to be completed in a timely manner. Reports involving the following will be completed by the end of shift:

1. Arrests (whether felony or misdemeanor)
2. Vehicle reports
3. Traffic infractions
4. Death investigations
5. Missing persons
6. Runaways
7. Felonies and serious violent crimes
8. Any incident requiring immediate follow-up
9. Vehicular pursuit
10. Use of Force

6.1.1 Report Submission

1. Cases referred to the prosecutor or to an outside agency shall be reviewed and approved for completeness by a patrol supervisor and by one of the following prior to being disseminated:
   a. Statutory Misdemeanor and Gross Misdemeanor cases (except Domestic Violence): Shall be reviewed by the precinct Operations Sergeant.
   b. Statutory Felony property and drug crimes: Shall be reviewed by the Property Crimes Sergeant for the respective precinct.
   c. Rapes, Kidnappings and all Child Abuse, Neglect or Welfare cases, including CPS checks: Shall be faxed to the SIU Sergeant.
   d. Statutory Felony Assaults, Homicides, Death Investigations, Missing Persons and all Domestic Violence reports: shall the faxed to the MCU Sergeant.

2. The purpose of the secondary review is to assure that reports/investigations submitted for charging are accurate and complete. This does not relieve the patrol supervisor of the responsibility for assuring that all reports submitted to him/her are complete and accurate.

3. All Sergeants are encouraged to use the appropriate Prosecutor’s Checklist for the crime being referred to assure that all necessary investigation has been completed and properly documented, including having all statutory elements of the crime clearly documented.

6.1.2 Deadline in Custody Case

1. Deadline and in-custody case reports shall be reviewed personally by an on-duty supervisor prior to the investigating deputy securing from his/her shift.
   a. All deputies who assist with a deadline or in-custody investigation shall submit their follow up reports to the investigating deputy prior to securing from their shift.
2. If arrests are made when the Operations Sergeant or respective Investigations Sergeant will not be available within 2 business days of the report being submitted, the patrol sergeant shall complete the report approval, using and attaching a prosecutor checklist.
   a. Once the patrol sergeant has determined that the case is complete and ready for dissemination, a copy shall be sent to the prosecutor and to the respective operations or investigations sergeant as the case warrants.

3. If omissions are noted the sergeant shall return the case to the initial reporting deputy with instructions for obtaining the required information prior to the end of shift.
   a. If the initial reporting deputy has secured the sergeant shall assign the case to another, on-duty deputy for completion by the end of that deputy’s shift.
   b. Once the case has been approved as complete the patrol sergeant shall sign the case off for dissemination as above.

6.1.3 Duties of Secondary Review Sergeants

1. Operations Sergeant:
   a. The operations sergeant shall review all non-DV misdemeanor and gross misdemeanor cases destined for the Prosecutor or the Court prior to the file being sent.
   b. The Operations Sergeant shall review the case against the prosecutor’s checklist for the crime being referred to assure that the report and superform are complete and accurate, that all required statements, follow up reports and supporting documents, such as medical waivers, rights forms, evidence logs, etc are attached.
   c. If omissions are discovered the Operations Sergeant shall note the needed work on the Report Revision Request Form (S/field operations/south precinct/forms) and assign the case back to the initial investigating deputy for completion by way of the deputy’s immediate supervisor.
      i. Cases so assigned shall be completed and turned in to the Operations Sergeant within one work-week cycle. The Operations Sergeant will use case control slips and the Precinct database to document case assignments.

2. Precinct Property Crimes Sergeant:
   a. The Precinct Property Crimes Sergeant shall review all felony property and drug crime cases destined for the Prosecutor, Court or other agency, such as the Regional Drug Task Force. The Sergeant shall review the case against the prosecutor’s
checklist for the crime being referred to assure that the report and superform (if any) are complete and accurate, that all statements, follow up reports and supporting documents are attached.

b. If omissions are noted the Sergeant will determine whether to assign the case back to the initial deputy for follow up/completion or to assign the report to a detective or another unit for follow up. The Precinct Property Crimes Sergeant will use case control slips and the Precinct database to document case assignments.

c. Reports destined for MCU, SIU, or GIU may be faxed directly to those units’ respective sergeants after review by the patrol Sergeant.

6.1.4 Reports Reviewed/Approved
Shift supervisors shall review reports prior to sending them to Records. They shall ensure that each report meets Office standards.

1. Supervisors shall then sign the reports indicating this has occurred.
2. Substandard or incomplete reports will be returned to the reporting deputy for correction and completeness.

6.2 CASE FOLLOW-UP ACTIVITY
In general, follow-up on felonies shall be conducted by the Investigations Division and follow-up on misdemeanors shall be conducted by patrol deputies.

1. Patrol deputies are responsible for collecting and recording the greatest possible amount of information in the initial report.
2. Supervisors shall be responsible for directing exceptions to this general practice.

6.3 WITNESS STATEMENTS
Deputies shall include witness statements with the initial report.

1. Deputies may write the statement for the victim, witness, or suspects. The statement should reflect the 3rd person’s words and also be reviewed and signed by the person recounting the facts or events.
2. Deputies are to insure that reports submitted are accompanied by detailed witness statements and any other applicable forms.
3. Deputies are to provide business cards, with case numbers, to victims upon taking the original report.
6.4 SUSPECT STATEMENTS
Deputies shall interview and attempt to obtain a written statement from suspects and attach to original reports. Refusal to provide a statement shall be noted in the reports.

6.5 ROUTING OF REPORTS
1. Deputies shall put completed reports in the immediate shift supervisor's box for approval.
   a. Vehicle impounds, runaways, in-custody arrests, or any other reports that need to be routed to Records Unit as soon as possible and should be placed in the on-coming shift supervisor's report box.
   b. Deputies shall also fax copies of those reports, which require immediate data entry, to the Record's Unit in a timely manner. Examples of such reports include, but are not limited to vehicle impounds, runaway reports, etc.
2. Reports will not be disseminated outside the Office without a supervisor approval.

6.6 SEPARATE EVENT NUMBERS
Deputies should be aware that the office's data collection system requires (in some cases) that separate event numbers be issued and reports prepared (i.e., burglary where vehicle is stolen, boat and trailer theft, impounds of more than one vehicle).

6.7 LICENSE PLATE THEFT
The theft of one license plate shall be treated as a theft requiring only the completion of an offense report. The theft of two license plates shall require completion of a vehicle theft report. Theft of license tabs requires an incident report.

6.8 MOTOR VEHICLE BAILEE THEFT
1. The goal of this policy is to address the problem of unreturned “loaned” vehicles being signed as stolen and then being entered into WACIC/NCIC without evidence of crime (i.e., intent to deprive). The following policy was formulated to relieve patrol of the responsibility of taking stolen reports on these “loaned” vehicles.
2. Bailee, as defined by Barrons Dictionary of Legal Terms, “A party who holds the personal property of another for a specific purpose agreed to between the parties.”
   a. SNOPAC personnel will follow procedures of dispatching patrol units as with any citizen call for services.
   b. After determining the complaint is a motor vehicle bailee theft, deputies will prepare a general report setting forth the circumstances of
the theft. Complainants will be advised that the vehicle cannot be entered into WACIC/NCIC as a stolen vehicle and that if the vehicle has not been returned within 30 days to contact the appropriate precinct investigations unit for additional investigation on their case.

c. Complainants should be advised not to contact the Prosecutor’s Office as the prosecutor will not handle this type of complaint unless it is first processed by the Sheriff’s Office.

d. Complainants should be required to take the following action:
   
   i. Mail a registered letter requiring a return receipt to the last known address of the suspect. The letter demands the return of the vehicle.

   ii. Document:
         - Effort to locate the suspect
         - Any refusal to return the vehicle on the part of the suspect.
         - Messages left with the suspect’s acquaintances and friends.

3. This information is given directly to the precinct investigation unit detective. This allows the precinct investigation unit detective to screen every “loan” type report (or bailee) and change it to a criminal complaint if enough information or evidence is developed.

4. Precinct investigation unit personnel shall be responsible for reviewing motor vehicle bailee thefts and for conducting the proper follow-up investigations.

6.9 EVIDENCE AND FOUND PROPERTY BOOKING

1. All evidence and found property shall be securely stored in the evidence lockers along with completed property forms.

2. Evidence lockers are located at each Precinct and the Courthouse and serve as temporary holding places for evidence and property during off working hours of Evidence Control.

3. Deputies with property or evidence may book those items at the most convenient locker. When convenient, deputies should book property into the main evidence room.

6.10 CALL-OUT OF EVIDENCE CONTROL OFFICERS

1. Evidence Control personnel may be called out where large amounts of material or perishable items are impounded with a supervisor's approval.

2. Evidence Control shall not normally be called out for the impoundment of vehicles.

3. All call-outs of Evidence Control personnel must be approved by a shift supervisor.
6.11 IMPOUNDMENT OF VEHICLES FOR EVIDENCE
Vehicles impounded that are not impounded for evidentiary reasons shall be impounded through a normal rotational tow company on the tow list and will be taken to the tow companies lot for storage.

6.11.1 Impound
1. Vehicles are to be towed to the appropriate place of impoundment:
   a. SCSO impound facility
   b. North or South Precinct bay
2. Deputies shall utilize the current contract towing rotation for evidence impounds.
3. Upon impound, deputies shall follow the tow truck for all evidence impounds to establish chain of custody with the vehicle.
4. Upon arrival at the impound destination, the vehicle should also be sealed with evidence tape at the location that it is impounded if the vehicle is not subject to immediate search (see Marking of Impound, below).

6.11.2 Impound Locations
1. Secure Vehicle Cages
   a. The secure vehicle cages (locked, chain link evidence cage) at the Precincts should be reserved for vehicles associated with major cases whenever possible.
   b. The bays shall be kept clean and free of any storage except a stock of evidence supplies for processing vehicles.
   c. Anyone entering the secure vehicle cage when an evidence vehicle is secured there shall log in and out of the cage on a sign in/out sheet placed on the cage door.
2. Vehicle Bays
   Vehicles should be placed in the bay in a manner that serves accommodates additional vehicles (when space permits).
3. Notification of Impound
   Deputies shall ensure a Vehicle Impound Report is faxed to Records as soon as possible (absolutely before securing.)
   a. Deputies shall also ensure they notify any affected detective unit(s) of the impound for prompt processing.
   b. If a deputy will process the vehicle, notification should be made to the Precinct Operations Sergeant of the status of the vehicle.
4. Marking of Impound
a. Vehicles awaiting search warrant shall be sealed with evidence tape and marked with the Deputy’s initials and personnel number.
b. Sealing locations include the hood, doors, and trunk.
c. Deputies should be conscious of the risk of obliterating latent evidence on the outside of the vehicle when selecting locations to place tape.
d. Each Precinct is equipped with small white boards to note:
   i. the case number,
   ii. type of case,
   iii. impounding deputy,
   iv. date,
   v. reason for warrant,
   vi. and the detective unit or deputy who will be completing the vehicle processing.
e. After completing the information on the white board, the vehicle keys and any paperwork shall be placed in the folder attached to the back of the white board.

5. Timeliness of Processing
   a. Vehicles brought in for processing shall be processed in a timely manner and then promptly removed from the precinct.
   b. The case officer will make arrangements for the release of the vehicle within 24 hours of the completion of processing.

6.12 EVIDENCE OF A HAZARDOUS NATURE
   a. Explosive devices shall not be transported, disarmed, or manipulated in any way unless the device has been determined harmless by members of the bomb disposal team.
   b. Flammable materials (i.e., gas containers, full or empty) shall not be stored in the precinct evidence lockers.
   c. Fireworks shall be photographed if needed for court purposes and then shall be disposed of in the appropriate barrel located at each precinct.

6.13 FIELD RELEASE OF PROPERTY
Whenever property is taken from or released to another party, a field release form shall be completed. The form should be submitted with the incident report.
6.14 FOUND PROPERTY
Any person who turn in found property and express an interest in gaining possession of same shall be asked to sign a "Found Property Rights" form.

7. LIMITED COMMISSION PERSONNEL

1. The Sheriff's Office staffs three groups that possess limited commission status:
   a. Cadets
   b. Reserve Deputies
   c. Disabled parking enforcement volunteers

2. The work of these groups is important to the Office's ability to function. Deputies are encouraged to coordinate their activities with these groups to enhance the service to the public.

7.1 CADETS

1. Cadets duties include, but are not limited to:
   a. Staffing the Differential Response Unit
   b. monitor web based reporting
   c. Distribution and collection of community based reports
   d. Serving as the initial point of contact at precincts

2. Patrol supervisors, deputies, precinct staff, support staff, and SNOPAC may refer non-emergency calls/complaints/inquiries that do not require on site presence by a deputy to the duty cadet.

3. Referrals may be made by providing the cadet with the citizen’s name and phone number.

4. The cadet may handle referrals by phone or by appointment at the precinct.

5. The cadet shall return all calls within one (1) business day.

6. Examples of other included duties are:
   a. Write reports
   b. Schedule appointments
   c. Provide information and referrals
   d. Process email complaints
   e. Handle walk-ins
   f. Answer phones
   g. Take statements
h. Take calls off of CAD
i. Provide crime prevention information

7.2. RESERVE DEPUTIES
1. Reserve deputies are trained volunteer law enforcement officers who carry a limited commission allowing them to exercise peace officer authority within Snohomish County when on volunteer duty.
2. The use of reserve deputies shall conform to Office directives which link degree of responsibility for reserves to their level of training and experience.

7.3 DISABLED PARKING ENFORCEMENT VOLUNTEERS
1. Specific volunteers are trained and have been commissioned to issue notices of infraction and written warnings for disabled parking violations.
2. These volunteers assist patrol by checking and enforcing disabled parking space violations at various parking lots in the County.
   a. This is a valuable service to the citizens of Snohomish County given that deputies rarely have time to actively enforce disabled parking violations.

8. VEHICLES

8.1 ASSIGNMENT OF VEHICLES
1. Vehicles are assigned to deputies under the authority of the governing Bureau Chief.
2. The Organizational Development Division shall assume the role of fleet manager
   a. The issuance of individual vehicles to Patrol personnel remains at the direction of the operations bureau chief.
      i. The bureau chief can delegate these duties to another designee.
3. Upon receiving an assigned vehicle, it is the responsibility of the deputy receiving a new or used vehicle to examine it for damage, dents, and wear prior to use.
4. A vehicle inspection and inventory form shall be completed.
   a. Any damage noted that is beyond normal wear shall be brought to the attention of the immediate supervisor.

8.2 OPERATION, MAINTENANCE, AND INSPECTION OF VEHICLES
Operation, maintenance, and inspection of vehicles will be in accordance with Snohomish County Sheriff’s Office Manual Chapter 9.
8.2.1 Authorized Passengers Only
1. Police vehicles shall not be used for transportation of any person other than in performance of official duties.
2. In certain instances, citizens may ride along with commissioned personnel after meeting the requirements of the Snohomish County Sheriff’s Office Manual Chapter 16 (Ride-Along Program).

8.2.2 Use of Push Bars
Push bars should only be used in emergency situations.

8.2.3 Fuel Dispensing
1. Deputies shall not dispense fuel to disabled motorists.
2. Deputies shall not carry extra containers of fuel in their patrol vehicles for such purposes.

8.2.4 Jump Starting
1. Deputies should not jump start vehicles belonging to the public.
2. When jump starting County vehicles, deputies shall turn off their alternative power switch and make sure their police radios, computers and all other auxiliary equipment is turned off.
3. Deputies shall also put the negative cable on a metal portion of the frame or engine away from the battery which could cause a spark and cause the battery to explode.
4. Due to the sensitive equipment installed in the vehicle, deputies shall refrain from jump starting vehicles unless absolutely necessary.

9. OTHER CRIMINAL JUSTICE AGENCIES
1. Deputies are expected to maintain positive, professional relationships with other criminal justice agencies and should expect the same in return.
2. Deputies who experience any difficulty or interruption in a cooperative working relationship shall bring this to the attention of their supervisors.

9.1 REQUESTS FOR ASSISTANCE FROM OTHER LAW ENFORCEMENT AGENCIES
1. Requests for immediate assistance from other agencies to perform routine tasks shall be honored by deputies.
2. Requests which involve commitment of significant resources or which are of a long term, non-immediate nature shall be referred to a supervisor.
3. Commitment of the resources of special units (ERT, Dive Team, etc) shall be requested per unit SOP’s.
9.2 COURTS

9.2.1 Snohomish County District Court Boundaries
There are a total of four district courts in Snohomish County. Their general boundaries are as follows:

1. The Cascade District Court covers the area from North Marysville (116th NE.) and Lake Stevens to the Skagit County line.

2. The Everett District Court covers the area from North Marysville south to 115th SE. and east to the east end of the Hwy 2 trestle.

3. The South District County Court covers the area south of Silver Lake to the King County line. The east boundary of this court covers everything from Alderwood Manor and Mountlake Terrace west to the sound.

4. The Evergreen District Court covers the rest of the County.

9.3 PROSECUTOR'S OFFICE

9.3.1 Notification to Prosecutor of Vacation, Training, etc.
It is the responsibility of all deputies to notify the Prosecutor's Office of anticipated time off, i.e., vacation, training, disability, etc.

1. A memo to the Prosecutor's Office should be sent 30 days in advance if possible.

2. When known, the deputy shall indicate all scheduled court dates and cases that will be affected by the time off.

9.3.2 Prosecutor Request for Additional Information

1. Prosecutor Requests for Additional Information are issued when the filing Deputy Prosecutor needs additional information in order to file a case in district or superior court or needs additional information to support a trial or prosecution on a case already filed.

2. Prosecutor Requests for Additional Information, whether received in hard copy or electronically, shall be forwarded to the Precinct Property Crimes Unit Sergeant, who shall:
   a. log the requests into a tracking database,
   b. then route to the patrol sergeant,
   c. who will assign them to a deputy for completion.

3. Deputies or Detectives who receive a Request for Additional Information shall complete the request within 7 days.
   a. If additional time is need to complete the request the deputy shall notify the Precinct Property Crimes Sergeant, in writing, that they need additional time is needed.
4. Completed requests shall be returned to the Precinct Property Crimes Unit Sergeant who will assure that they are complete and update the database/log prior to forwarding the information to the requesting Deputy Prosecutor.

5. Requests for Additional Information attached to cases assigned to other detective units, such as MCU, GIU, SIU, the Drug Task Force or the Auto Theft Task Force will be referred to the sergeant of that unit.

9.4. MEDICAL EXAMINER’S OFFICE
1. The Medical Examiner shall be notified in all death investigation cases.
2. Upon request, deputies will assist Medical Examiner's personnel in death notifications.
   a. Deputies should be aware that Sheriff's Office Chaplains are also available for this task.
   b. In any such notification, deputies will follow the Medical Examiner's guidelines and will approach the situation with sensitivity and professionalism.
3. The body of a deceased person should not be moved prior to the arrival of Medical Examiner's personnel.
   a. If the body must be moved prior to arrival, careful measurements and markings should be made.
   b. Whenever possible, photographs and videotaping is recommended.

10. SOCIAL SERVICE AGENCIES

A number of Social Service agencies exist in Snohomish County and provide services in coordination with Sheriff’s personnel. These include:

10.1 CHILD PROTECTIVE SERVICES (CPS)
1. CPS is a resource available to law enforcement in cases involving runaways, youths in conflict, child neglect, and child abuse. CPS is a victim oriented agency whose chief concern is the welfare of the child.
2. Any contact with a child that will result in a referral to CPS must generate an Incident Report detailing aspects of crime against child or how welfare of child is endangered.
3. Many times, CPS will ask for a 72 hour protective hold in order to take the child from his/her home and place him/her in temporally alternative placement.
   a. The deputy in this case must evaluate the situation, determine the degree of abuse involved, and make a decision authorizing a protective hold being placed on the child from further abuse.
10.2 PROVIDENCE SEXUAL ASSAULT CENTER
1. Providence Sexual Assault Center provides a variety of services for those persons whom have been sexually assaulted or abused. They provide counseling and crisis intervention for juvenile victims and advocates for those who have been sexually assaulted.

2. Services for juvenile victims will be provided where the offender is not a household member.

3. Rape relief advocates will assist law enforcement in dealing with assault victims and providing follow-up counseling.

10.3 ADULT PROTECTIVE SERVICES
1. Although Child Protective Services is better known than Adult Protective Services, there is a unit of workers at the Everett Community Service Office responsible for investigation and resolution of reports of abuse of adults (18 years and over).

2. Any adult may receive Adult Protective Service regardless of their level of income.

3. The office may be contacted during business hours on week days.
   a. At this time there is no after hours contact for Adult Protective Services. Deputies shall document all reports of abuse of adults falling under DSHS jurisdiction and shall forward copies of the reports to Adult Family Services in a timely manner.

10.4 HUMAN SERVICES/MENTAL HEALTH
The Mental Health section of the Snohomish County Human Services Department provides on-call mental health professionals to provide preliminary evaluations of apparently mentally ill subjects brought to hospitals or, in some situations, in the field.

11. PATROL DIVISION WORK SCHEDULE
The purpose of this section is to provide adequate patrol staffing commensurate with workload, training time for deputies assigned to specialty units, equal opportunity for discretionary time-off and annual vacation, and work schedule consistency among precincts.

11.1 MINIMUM PATROL STAFFING REQUIREMENTS
1. Squad Sergeants within the Patrol Division shall assist other Squad Sergeants meet minimum staffing.
   a. South Squad Sergeants have the primary responsibility for assisting East Precinct meet minimum staffing.
b. North Squad Sergeants have the primary responsibility of assisting the cities of Darrington and Stanwood meet minimum staffing.

   c. East Squad Sergeants have the primary responsibility of assisting the cities of Sultan and Gold Bar meet minimum staffing.

2. Overtime compensation to meet minimum staffing is authorized when work schedule rules have been followed and no other reasonable alternative exists.

11.2 MINIMUM STAFFING STANDARDS

The following minimum staffing shall be maintained throughout the Patrol Division.

The minimum number of deputies and supervisors required to be working during each time period.

1. Dayshift: 0600-1000 hours
   North 4 + 1 Supervisor
   South 6 + 1 Supervisor
   East 1 + 1 Supervisor

2. Dayshift 1000 – 1400 hours
   North 5 + 1 Supervisor
   South 6 + 1 Supervisor
   East 2 + 1 Supervisor

3. Swingshift 1400 – 0000 hours
   North 6 + 1 Supervisor
   South 10 + 1 Supervisor
   East 2 + 1 Supervisor

4. Nightshift 0000 – 0200 hours
   North 4 + 1 Supervisor
   South 6 + 1 Supervisor
   East 1 + 1 Supervisor

5. Nightshift 0200 – 0600 hours
   North 4 + 1 Supervisor
   South 5 + 1 Supervisor
   East 1 + 1 Supervisor

11.3 SPECIALTY ASSIGNMENTS

1. A maximum of (1) Specialty Team member from each Specialty Team may be assigned/allowed on each Patrol Squad.

2. For the purpose of this policy a Specialty Team is one of the following:
   a. Dive Team
b. Special Weapons and Tactics Team
c. Hostage Negotiation Team
d. Bomb Team

11.4. TIME-OFF

Definitions

1. Discretionary Time-off
   a. Periodic request for day(s) off
   b. Additional annual vacation
   c. Specialty Team training
   d. First annual vacation

2. Non-discretionary time-off
   a. Regular days off
   b. Admin leave
   c. Sick leave
   d. Family leave

11.5 SICK LEAVE NOTIFICATION

1. MPDs and Deputies shall report sick leave to the first available person as follows:
   a. To their precinct on-duty Supervisor
   b. To their Squad Sergeant
   c. To their Squad MPD

2. Sergeants shall report sick leave as follows:
   a. To their precinct on-duty Supervisor
   b. To their lieutenant and MPD

11.6 12 HOUR SCHEDULE (WORKING OF 8 HOUR SHIFTS)

1. Personnel working 12 hours shifts shall be assigned their 8 hour shift by their Squad Sergeant.

2. Squad Sergeants shall ensure 8 hour shifts are scheduled to best support workload.

11.7 REQUEST FOR DAY(S) OFF

1. Deputy and MPD’s requests are made to their squad Sergeant

2. Squad Sergeant’s requests are made to their Lieutenant
11.8 ANNUAL VACATION
1. Time-off is requested by submitting an annual vacation request to the appropriate squad Sergeant prior to March 1st each year.
   a. Annual vacation requested after this date may not be guaranteed, but will be considered if staffing allows.
2. An annual vacation request shall be approved for each squad member in order of seniority within their respective squad.

11.9 TIME-OFF AUTHORITY
1. Squad Sergeants may authorize members of their squad discretionary time-off at anytime as long as the authorization does not put the squad below minimum or require overtime compensation.
2. Squad Sergeants may share staffing with other patrol squads to facilitate discretionary time-off as long as minimum staffing is not affected.
# Appendix A

## Field Interview Report - Snohomish County Sheriff's Office

### Subject #1

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APPENDIX B

Junk Vehicle Verification, Notification and Affidavit

To qualify as a "Junk" vehicle, per RCW 46.55.010, a vehicle MUST meet three (3) of the following conditions:
- Must be at least three (3) years old
- Must be extensively damaged
- Must be apparently inoperable
- Must have a "Fair Market Value" equal only to the approximate value of the scrap in it.

If the vehicle meets the above requirements, contact a law enforcement agency or an authorized junk vehicle inspector, to arrange for the inspection of the vehicle, per RCW 46.55.220. If not, refer to RCW 46.55 concerning abandoned vehicles.

NOTE: Under certain conditions, a Registered Tow Truck Operator (RTTO) may authorize the disposal of a Junk Vehicle in their possession.

1. VERIFICATION - To be completed by a law enforcement officer, an RTTO representative (limited), or an authorized junk vehicle inspector.

<table>
<thead>
<tr>
<th>LICENSE PLATE NUMBER</th>
<th>STATE</th>
<th>YEAR</th>
<th>NAME</th>
<th>VEHICLE IDENTIFICATION NUMBER (VIN)</th>
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<tbody>
<tr>
<td># REGISTERED OWNER'S NAME</td>
<td>REGISTERED OWNER'S ADDRESS (STREET, CITY, STATE, ZIP CODE)</td>
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<tr>
<td># LEGAL OWNER'S NAME</td>
<td>LEGAL OWNER'S ADDRESS (STREET, CITY, STATE, ZIP CODE)</td>
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* NOTE: If no Owner is found, enter "NONE" in appropriate spaces.

CIRCLE THE TYPE OF VEHICLE AND DAMAGED OR MISSING PARTS

I have inspected the vehicle described above and certify that it meets the requirements set forth in RCW 46.55.010.

NOTE: The RTTO Representative is also certifying that the vehicle has been abandoned two or more times, the Registered Ownership has not been changed since the first abandonment and the Registered Owner is also the Legal Owner.

PRINTED NAME OF OFFICER, RT TO REPRESENTATIVE OR AUTHORIZED JUNK VEHICLE INSPECTOR

SPECIAL OR PERSONNEL # OFFICER, RT TO REPRESENTATIVE OR JUNK VEHICLE INSPECTOR SIGNATURE DATE

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 932-3820 or TTY (360) 664-8985.
NOTIFICATION - Landowner/RTTO: Please complete this section and mail a COPY of the ENTIRE FORM to both
the Registered and Legal Owner(s), as well as any Lessee or Lessor, of the vehicle, listed on the front of this form. If
no Owner information was found, proceed to Section 3.

TO:

REGISTERED OWNER/LESSEE NAME

LEGAL OWNER/LESSOR NAME

You are hereby notified, as of the date, __________ YR ___, that the vehicle, described on the front
of this form, may be disposed of, or the landowner/RTTO, identified below, may sign an affidavit of sale (Section 2) to
be used as an ownership document for the purpose of selling the vehicle. This is in accordance with RCW 46.55.230.

FROM:

LANDOWNER/RTTO NAME

LANDOWNER/RTTO SIGNATURE

LANDOWNER/RTTO ADDRESS

LANDOWNER/RTTO TELEPHONE NUMBER

For the purposes of this notice, the term "Landowner" includes a legal owner of private property, a person
with possession or control of private property, or a public official having jurisdiction over public property.

REDEMPTION PROCEDURE

VEHICLE OWNER’S RIGHTS:

The vehicle owner has the right to arrange for the removal of the vehicle within fifteen days after the landowner/RTTO
has mailed notification to the vehicle owner.

LANDOWNER/RTTO RIGHTS IF A VEHICLE REMAINS UNCLAIMED:

a. If the vehicle remains unclaimed more than fifteen days after the landowner/RTTO has mailed notification to the
owner, the landowner/RTTO may dispose of the vehicle or sign an affidavit of sale, to be used as an ownership document.

b. The landowner of the property upon which the junk vehicle is located, is entitled to recover, from the vehicle's
owner, all costs incurred in the removal of the junk vehicle.

LANDOWNER/RTTO AFFIDAVIT - Landowner/RTTO: If the vehicle is not claimed within fifteen days, or a vehicle
owner was not found, the following Landowner/RTTO Affidavit notedarized. It may be used as an ownership
document, to dispose of the vehicle. You are responsible for making arrangements for removal of the vehicle.

I hereby claim the right to dispose or retain the vehicle described on the front of this form, as provided in RCW 46.55.230.

PLEASE CHECK ONE:

☐ I mailed the Junk Vehicle Notification to the Registered and Legal Owner(s) or Lessee and Lessor, of the vehicle and
the owner(s) have not redeemed the vehicle.

☐ No Registered or Legal Owner(s) information could be found.

I certify that the information contained herein is accurate and complete and that the disposition complies with the
requirements set forth in RCW 46.55.230.

Signature of Landowner:

Date Signed:

NOTARIZATION / CERTIFICATION

State of Washington

County of ______________

Signed or attested

before me

by ______________

Signature

Notary’s Name (PRINTED OR STAMPED)

Dealer No. OR

AND: County / Office No. OR

Note/Agent

Notary Expiration Date

NOTARY SEAL OR STAMP

4 IF VEHICLE IS SOLD BY LANDOWNER OR RTTO

Purchaser’s Name and Address:

Signature of Purchaser: __________________________ Date of Sale __________________________

NOTE: If you intend to operate this vehicle after completion of repairs, this form and the vehicle must be taken to the
Washington State Patrol for inspection. A separate WSP inspection form must be included with your title application.

PDW 46.12.050

TD 43540 (FORM W Page 2 of 2)
DATE: Today’s Date
FROM: Division/Unit Your Work Station (Precinct, Courthouse, Etc.)
Contact Person Your Name
Fax Number
Phone Number

TO: Agency/Company Snohomish County - ECP
Contact Person: Mike or Greg
Fax Number 1-425-388-7646
PHONE NUMBER: Office 425-388-7613
Mike Root cell: 425-754-9869
Greg Mackie cell: 425-754-3113
e-mail mike.root@snoco.org
e-mail greg.mackie@snoco.org

Number of Pages (including cover) ____

COMMENTS: Hulk Vehicles for disposal
#1: Marine Drive & Evergreen Map 334 - J3
Red 1978 Oldsmobile Cutlass

If there are any problems with this transmission, please call (425) 388-3342 immediately.

CONFIDENTIAL LAW ENFORCEMENT DO NOT DISSEMINATE
Missing Person_ Runaway (182_0).pdf
MISSING PERSON/ RUNAWAY
MISSING PERSON/RUNAWAY

1. PURPOSE

   This SOP is provided as a guideline for Patrol/Precinct reporting and Detective investigations into the disappearance of a missing adult, child or runaway juvenile. The intent is to locate the missing person as soon as possible and verify they are safe. We will also establish whether or not a crime has occurred; holding individuals accountable for their actions.

2. GENERAL

   1. A Missing Person Report is required when a person of any age is reported missing for any period of time and falls into one or more of the following categories:

      a. Endangered: Circumstances indicating the Missing Person is in Physical Danger.
      b. Involuntary: Circumstances indicating the disappearance is not voluntary.
      c. Disabled: Documented physical or mental disability that might cause a danger to themselves or others.
      d. Juvenile: Any un-emancipated juvenile.
      e. Catastrophe: Missing after a catastrophe or disaster.
      f. Other: A person between the ages of 18 and 21, who is considered a juvenile according to Suzanne’s Law of April, 2003, or a person over the age of 18, not meeting criteria for entry in any other category who is missing and for whom there is a reasonable concern for their safety.

   2. A report shall be taken in any circumstance if a parent, guardian, relative or other responsible person makes a request.

   3. No waiting period is required to take a Missing Person Report.

   4. In most cases, the jurisdiction where the person was last observed, or disappeared from, takes the Missing Person Report.

3. REPORTING PROCEDURES


      a. Telephone reports shall only be acceptable if the Reporting Party is calling from out of the area and

      b. No known location has been established for the Missing Person.
2. On Scene Criteria.

   a. The Missing Person has an address in our jurisdiction and was last seen/heard from at their residence.

   b. The Missing Person has a work address in our jurisdiction and was last seen/heard from at their workplace.

   c. Any situation where the individual’s vehicle is found at any location in our jurisdiction.

   d. The Missing Person was last seen/heard from at any address in our jurisdiction.

3. Juvenile Runaway Reports.

   a. “Runaway” designation: any described situation where a juvenile has been reported to have left their residence voluntarily and where there is a history of runaway or statements/facts indicating such.

   b. Actions to be taken following designation.

      i. Complete a Runaway/Missing Person Report including all required report information: Runaway history, Dental Office information, descriptors, etc.

      ii. Report may be taken over the phone unless specific circumstances and/or facts indicate the juvenile is missing (refer to Missing Report Guidelines).

      iii. Obtain a photo of the runaway and/or arrange for collection of a photo as soon as possible.

      iv. Immediately forward the report to the Records Unit for entry into WACIC/NCIC.

      v. Follow-up on Juvenile Runaways shall be the responsibility of an assigned Precinct LET/LES.

4. FIRST RESPONDER RESPONSIBILITIES

   1. Conduct a thorough interview of the Reporting Party and complete a SCSO Missing Person/Runaway Report. The narrative section of the report is required to explain the circumstances. Attach additional narrative reports as needed.
2. Obtain all pertinent information surrounding the disappearance including detailed victim/suspect/vehicle descriptions. Indicate one of the above listed categories.

3. Obtain a signed statement* from the Reporting Party and any witnesses or those who have specific information pertaining to the Missing Individual. *Signed statement for any missing 18 to 21 year olds is not necessary for entry.

4. Determine if circumstance of a child’s disappearance meets AMBER ALERT protocol and discuss plan activation with immediate Supervisor.

5. Obtain recent photographs/videotapes of the missing person/abductor (if applicable). Multiple copies should be provided to aid in the search. Copies can be distributed to patrol officers, media relations, hospitals or any other areas that might aid in the search.

6. Conduct a thorough search of the Missing Persons residence, whether or not they were reported missing from home, to include the exterior property. Look for hazards in the surrounding geography. Treat areas of interest as potential crime scenes.

7. Determine if any personal items are also missing. Secure any personal articles such as a diary, photographs, and items with fingerprints, footprints, writings or teeth impressions). Collect the Missing Person’s personal toothbrush, hairbrush, razor or other personal item having the potential for DNA. Item is to be placed into evidence as soon as possible.

8. Take quality photographs of the scene to include, residence, interior, outbuildings and property.

9. Ascertain whether or not the Missing Person has access to the Internet and whether or not he/she is in possession of a cell phone or other electronic device.

10. Deputies are urged to consult with the applicable Unit Supervisors at any time for advice and possible response, if necessary, to the scene.
   a. The Major Crimes Unit Supervisor shall be consulted with every suspicious missing adult.
   b. The Special Investigations Unit Supervisor shall be consulted for every suspicious Missing Juvenile.
c. The Duty Search and Rescue Deputy shall be consulted with every disabled missing adult or child (for example: Missing Persons suffering from Alzheimer’s, Dementia, Downs Syndrome, Head Injuries or Developmental Disabilities).

11. Missing Persons Reports shall be completed and turned in before the end of every shift. Preliminary attempts to locate the Missing Person via jails, hospitals, friend’s residences, etc. should be done prior to report submission.

12. Deputies are required to send the report to the Records Unit immediately. Entry into WACIC/NCIC must be done within two hours of taking the report.

13. Should a vehicle be located that either belongs to the missing person, is related to their disappearance or contains apparent evidence of a crime, it should be impounded as evidence and stored at one of the precincts for detective follow up.

5. SUPERVISORY RESPONSIBILITIES

1. Obtain briefing and written reports from involved deputies and determine if circumstances meet the abduction parameters of the AMBER ALERT protocol and make those notifications.

2. Establish a command post, if applicable, away from the missing person’s residence and determine if additional persons are needed.

3. Ensure coordination/cooperation among all law enforcement involved in the investigation and search. Coordinate use of radio, television and media via the department PIO.

6. INVESTIGATING DETECTIVE RESPONSIBILITIES

1. On Scene Response.
   a. Obtain a briefing from the first responding deputy.
   b. Verify accuracy of details and descriptions and initiate a canvass of the area. Ensure that all appropriate information is shared with other local law enforcement agencies.
   c. Interview the Reporting Party and any witnesses. Review and correct any conflicting information. Obtain a history of family dynamics and background of the missing person. Secure information on the missing
person’s latest medical/dental records, photographs and vehicle information.

d. Conduct a thorough search of the Missing Person’s residence to include the exterior property. Look for evidence of a crime and/or hazards in the surrounding geography. Treat areas of interest as potential crime scenes. Review all evidence gathered and ensure that appropriate articles are collected, including items containing potential for fingerprints and DNA.

e. Conduct criminal history checks on all principle subjects. Thoroughly investigate all tips/leads and complete all necessary reports. Ensure the Missing Person’s entry into NCIC.

2. No Scene Response (and/or case being assigned).

a. Review reports and check NCIC for current missing status (verify entry).

b. Contact the original Reporting Party for any update information about the Missing Person. Obtain a recent photograph of the subject and disseminate an SCSO/HITS bulletin with the appropriate information.

c. Determine whether or not the Missing Person meets protocol for a News Release, to be coordinated through the Major Crimes Unit Supervisor and the PIO.

d. Thoroughly investigate all leads/tips, which might include additional interviews of any potential witnesses and/or the reporting party, securing of any cell phone or other electronic device.

e. If appropriate, conduct an on-scene examination of the missing person’s residence to gather new leads/information on their possible whereabouts.

f. Utilize all support personnel if appropriate, SAR, Air Support, Trackers, other Law Enforcement agencies to facilitate search.

g. Establish hotline for receipt of tips and leads and complete any related reports.

h. Ensure that Dental Records are sent to the WSP MUPU in Olympia within 30 days.

i. If the Missing Person is not located within a reasonable amount of time, facilitate collection of Family Member DNA via the President’s
DNA INITIATIVE PACKET. Ensure Mouth Swabs and information is sent to the appropriate agency.

j. If the Missing Person is located, ensure that all related bulletins are cancelled and facilitate removal from NCIC.
Traffic Collision Investigation on County Roads (177_0).pdf
TRAFFIC COLLISION INVESTIGATION ON COUNTY ROADS
The Washington State Patrol discontinued investigating non-injury accidents on county roads in Snohomish County. As a result, our traffic and patrol staff are again being asked to complete the needed investigations, when appropriate.

1. All reports of non-injury collisions on county roads will be referred to SCSO for investigations. If the initial call is to SNOPAC it will be dispatched. If the initial call is to WSP it will be transferred to SNOPAC.

2. If upon arrival the collision is determined to involve injury:
   SCSO will handle it unless the accident involves serious injuries, as defined in RCW 46.61.522 (2) “Serious bodily injury means bodily injury which involves a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any part or organ of the body.”, or requires expertise beyond the capability of the SCSO deputy at the scene.

3. The decision to request WSP because additional expertise is needed will be made by a supervisor. If WSP is needed, the supervisor may request their assistance directly or through SNOPAC.

4. All reports of injury collisions on county roads will continue to be referred to WSP for investigation. If WSP has no troopers available to respond they may request SCSO response.

5. Collisions reported as unknown injury will be handled in the same manner as non-injury. SCSO will have primary responsibility for initial response and evaluation of the scene.

6. SCSO will not investigate non-injury traffic accidents occurring on private property, Department of Natural Resource, or Forest Service roadways, unless criminal activities (i.e., DUI, Reckless Driving, or Hit and Run) are reportedly involved.

7. It shall be the responsibility of the on-duty supervisor to determine the level of accident investigation that will occur during inclement weather, such as icy, snowy, or other extreme weather conditions. Generally, we will not respond except to blocking accidents or injury accident to assist WSP when they are not available.

8. SCSO responsibility to respond is not affected by staffing and configuration or activity level. In other words, being “at minimum” or “level 2” are not reasons not to respond to accidents.
Digital Cameras and Digital Multi Media Evidence (165_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

DIGITAL CAMERAS & DIGITAL MULTI-MEDIA EVIDENCE
Digital Cameras and Digital Multi-Media Evidence

1. PURPOSE

1. This SOP establishes guidelines for the use of digital photography at crime scenes. Sheriff’s Office personnel will use digital photography to document evidence, photograph crime scenes, collision scenes, and assist in preserving evidence when required.

2. For the purpose of this policy, the term “image capturing devices” includes, but is not limited to audio files, digital photographs, digital video, and text message information.

2. GOAL

1. Snohomish County Sheriff’s Office will supply all patrol officers and investigators with departmental issued digital cameras in order to document photographic evidence and process crime scenes. Deputies shall only take photographs of items related to criminal activity, crimes, and other approved Office related purposes.

3. EQUIPMENT ISSUE

1. Digital camera equipment supplied by the Snohomish County Sheriff’s Office is to be used for official use only, and is not intended for personal use. Deputies shall be issued the following equipment:

   a. Digital camera
   b. Memory card

2. SCSO personnel shall read the instruction manual provided with each camera prior to using said equipment. The issued memory card shall be used with the Sheriff’s Office issued camera. No personal memory cards shall be used with the camera to ensure proper documentation and to protect the security of the Snohomish County network.

4. PHOTOGRAPHIC PROCEDURES

1. The purpose of digital photography is to permanently document evidence and other details at the scene of a crime for future reference.

   a. General guidelines for views of normal scenes should contain, but not limited to:

      General scene shots to show what the situation looked like upon arrival, such as:
• Broken windows
• External views of structures or buildings
• External views of vehicles showing front, rear and both sides
• Possible latent evidence
• Injuries to persons
• Damage to property
• Location of victims
• Damage to vehicles in collisions
• General or over-all conditions
• Any view the photographer deems appropriate
• Suspects, victims, witnesses

2. Deputies shall not take crime scene, collision scene, or other investigatory photographs with personally owned image capturing devices (to include cell phone cameras) unless an emergency arises and department issued equipment is either nonfunctional, or not present at the scene.

5. DIGITAL MEDIA DOWNLOAD

1. Use of the Microsoft Photo and Fax Viewer is the approved method of digital download and is installed in the digital photograph download system.

   a. Follow the instructions that are provided in the digital system for download
   b. Do not install additional software or the software that is supplied with any new camera.
   c. Do not alter the photographs in any way

2. Follow the approved sequence for digital download of photographs:

   a. Save the images to a compact disk as your “ORIGINAL” disk
   b. Make a second disk as a “COPY” disk
   c. After you have made your two compact disks delete the images from the memory card in the camera.

6. EVIDENCE PACKAGING

1. The following steps shall be completed when booking compact disks into evidence:

   a. Identify the “original” disc by marking as follows:
      i. “ORIGINAL”
      ii. Case number
      iii. Date
iv. Employee name/personnel number

b. Place the original in a paper disc sleeve:
   1. Mark the sleeve with the case number and “ORIGINAL”
   2. **Seal this sleeve with tape and initial and date the seal**

c. Identify the “copy” by marking as follows:
   1. “COPY”
   2. Case Number
   3. Date
   4. Employee name/personnel number.

d. Place the copy in a separate paper disc sleeve:
   1. Mark the sleeve with the case number and “COPY”

2. **Do not seal this sleeve**

2. Place both sleeves containing the disks into the same digital (Photo) media evidence envelope and label using evidence labeling protocol.
   a. **Do not seal this envelope**
   b. Book the digital (photo) media envelope into evidence per policies.

3. The same procedure applies to any digital media contained on a disc, including audio recordings, security videos, video recordings, etc.

4. A pen designed for use on DVDs/CDs is recommended.

5. All groups utilizing the SCSO Evidence Control Unit will comply with this packaging protocol.

### 7. REQUIREMENTS

1. All digital media evidence captured by Deputies at any crime scene, collision scene, other investigative scene, police law enforcement matter:
   a. Will be handled according to Office policy and procedure;
   b. Remains the property of the Snohomish County Sheriff’s Office;
   c. May not be taken, printed, downloaded, or distributed for any deputies or other office members personal use without specific, prior, written approval of the Sheriff or his designee;
   d. May not be stored and/or duplicated on any departmental or personal computer or thumb drive without prior supervisory approval;
   e. May not be stored and/ or transmitted to other individuals without prior supervisory approval;
f. May not be posted on the internet without specific, prior, written approval of the Sheriff or his designee.
Update SNOCAT SOP manual Nov 2012.pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

SNOCAT
This Standard Operating Procedure shall be effective July 2012 and will remain in effect unless suspended by written order. This SOP does not supplant but supplements the following articles that are referenced within:

Inter-local agreements
Agreement between WAPTA and Snohomish County Board of Directors Guidelines

Approved:

Snohomish County Sheriff’s Office
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ORGANZATIONAL CHART
Appendix A
STATEMENT OF PURPOSE

Law enforcement agencies are faced with the responsibility of conducting investigations with decreasing resources. Nationwide, multi-jurisdictional Task Forces have proven their ability to make significant impacts on crime. Such units are an extremely efficient use of law enforcement resources. The cost effectiveness of this unit for city and county resources is enhanced by the participation of the county Prosecutor's office, state and federal agencies. This integrated approach to investigations has been proven throughout the United States as a positive approach to combating the increasing lawlessness that surrounds auto theft activity within our society.

The Snohomish County Auto Theft Task Force (SNOCAT) is a multi-agency unit funded by a grant from the Washington Auto Theft Prevention Authority. The Sheriff's Office is the host agency and manages the grant funding. SNOCAT is commanded by a Sheriff's Office lieutenant who reports to the Sheriff's Office chain of command and takes input from an Advisory Committee. Each member is equal in the unit, working as a team player towards the unit’s goals and objectives.

1.00 MISSION and GOALS

Mission Statement

The purpose of SNOCAT is to reduce the incidence of vehicle theft and other associated crimes in Washington State and Snohomish County through pro-active enforcement efforts, apprehension of criminals who steal vehicles and commit associated crimes, and increasing public awareness of auto theft, thereby improving the quality of life in our communities.

Goals

- Increase the number of arrests of vehicle theft suspects.
- Decrease the rate of vehicle theft.
- Disrupt criminal organizations involved in the trafficking of stolen vehicles and other associated crimes.
- Collect, analyze and disseminate vehicle theft and related criminal intelligence to local law enforcement agencies.
- Increase the recovery rate of stolen vehicles.
- Increase public awareness of vehicle theft and associated crime problems.
- Address these issues with the foremost consideration of safety for both law enforcement and the community.

2.00 INTRODUCTION

This SOP establishes the basic procedures and regulations that will govern the operation of the Snohomish County Auto Theft Task Force. It is intended to provide a standardized operational procedure to conduct day-to-day operations. In situations where an action must be taken, and it is not specifically covered within this manual, safety, common sense, and sound reasoning should be the guide.

3.00 ASSIGNMENT of MANUAL

Each member of the SNOCAT will be issued a copy of the SNOCAT Operational Guideline manual. Each manual will have a control number and it is each member’s responsibility to know the contents. Contents of the manual will not be disclosed to unauthorized personnel without the commander’s approval.

Any revisions to the manual, in whole or in part, will be disseminated to each unit member as they occur. It is each unit member’s responsibility to ensure that the revisions are incorporated into their personal copy and kept current.
4.00  
**REQUESTS for ASSISTANCE**

It shall be the policy of SNOCAT, based on the availability and priorities, to respond to requests for case development assistance from agencies whose situation demands expertise or resources beyond their existing capabilities. If assistance is provided and SNOCAT becomes extensively involved in the on-going investigation, SNOCAT may elect, by mutual agreement, to become the primary investigating agency on that case.

It shall be SNOCAT policy that if members are requested to assist with execution service of a search warrant from another agency, a SNOCAT supervisor will read a copy of the affidavit and risk analysis prior to making a commitment to the extent of our involvement. If the case will be prosecuted in Snohomish County, if possible, the SNOCAT Prosecutor should review the affidavit.

5.00  
**COMPLIANCE with LAWS, LAWFUL ORDERS, and the MANUAL**

SNOCAT members are required to obey all applicable Federal and State laws and local ordinances. Further, members are required to obey all rules, regulations, and procedures as set forth in this SOP or any other official document as it pertains to the Task Force and specific or related duties.

All members shall obey and properly execute any lawful order issued by a supervisor. The supervisor shall be held responsible for all orders and instructions issued by him/her to those under his/her direct supervision and for any consequences arising from compliance with such orders and instructions. No supervisor shall issue an order which is contrary to, or tends to nullify an established procedure except in cases of an emergency. The supervisor must be prepared to justify the issuance of such an emergency order.

Any situation that is not specifically addressed in this SOP, assigned personnel may refer to the policy of their respective jurisdictions as a guideline.

6.00  
**CODE of CONDUCT**

The success of the Task Force will be greatly influenced by the conduct, character, and demeanor of each member. Members will at all times conduct themselves in a professional manner in regards to their dealings with suspects, other agencies, and the general public.
6.01 Conduct Guidelines

- Consuming alcoholic beverages in the performance of duties will be permitted while exercising caution and good judgment and only when necessary for the furtherance of the investigation.

- Any detective who has consumed alcoholic beverages during an investigation will notify his/her supervisor as soon as it is safe to do so. This detective will not be assigned to an arrest or entry team during that shift. The on-scene supervisor will inquire, of the consuming detective, to determine sobriety prior to operating a motor vehicle.

- Task Force members appearing in court shall be punctual and shall appear in appropriate attire as directed by the attorney prosecuting the case. Conduct in court shall be of the highest standard of professionalism.

- Task Force members shall treat the official business of the Task Force as confidential and shall not disclose it to anyone not having a need or a right to know. Requests for Task Force records will be referred to the Snohomish County Sheriff’s Office Public Disclosure Unit.

- Task Force members shall not socialize with, receive gifts from, or conduct trade with a criminal informant, criminal suspect, or other persons known to be of ill repute. If any member receives such an offer, that member shall immediately notify their supervisor. It is necessary that Task Force members interact with these persons on a frequent basis, and all such interactions shall remain strictly as a business relationship.

- The effectiveness of SNOCAT is dependent upon each member’s willingness to conform to the Task Force’s mission, goals, objectives, and procedures. Any questions of procedure or disagreement with any of the above mentioned issues should be brought to the attention of the Task Force Commander in writing for resolution.

6.02 Receiving Complaints

When new auto theft information is received into SNOCAT, it may either begin an investigation or special project. If it does not meet the Task Force guidelines, it may become intelligence and/or be passed on to an appropriate agency or patrol. Detectives should exercise proper discretion with all sensitive information received. Complaints involving drug related or organized crime will be forwarded to the Snohomish Regional Drug and Gang Task Force or Regional Intelligence Group via the Everett Police Criminal Intelligence Unit.

7.00 SNOCAT ADVISORY COMMITTEE

The Advisory Committee shall consist of the Chief Executives of each SNOCAT participating agency (or their designee). The current SNOCAT Advisory Committee shall be comprised of:

- The Snohomish County Sheriff (or designee).
- The Everett Police Chief (or designee).
- The Snohomish County Commander of the Washington State Patrol (or designee).
- The Monroe Police Chief (or designee).
- The Snohomish County Prosecuting Attorney (or designee).

7.01 Advisory Committee Meeting

The Snohomish County Sheriff shall chair the Advisory Committee.

The Advisory Committee shall meet at least quarterly to receive a comprehensive report from SNOCAT Commander concerning activities of SNOCAT over the past quarter, address issues pertaining to the operation and support of the Task Force, address changes to protocol, and review program progress reports submitted to the State under the terms of the grant award. The Committee shall also be briefed on any financial or performance audit results. Special
meetings may be called at any time by the Chair of the Committee. Special meetings may also be requested by the SNOCAT Commander or any other member of the Committee.

8.00  

**COMMANDER**

The SNOCAT Commander shall be a Snohomish County Sheriff’s Office Lieutenant, assigned by the Sheriff. The Commander has the overall responsibility to manage and coordinate SNOCAT activities, as well as to ensure compliance with the grant provisions, Standard Operating Procedures and to evaluate the overall training, readiness and effectiveness of the Team. The SNOCAT Commander reports operationally to the Sheriff’s Office chain of command.

The Task Force Commander’s scope and nature of responsibilities shall include, but are not limited to:

1. Manage administrative responsibilities.
2. Approve policy and procedure of the Task Force. Responsible for the preparation and upkeep of unit guidelines and ensuring compliance with these policies, procedures, and guidelines.
3. Advise the Advisory Committee of all matters and needs pertaining to the Task Force.
4. Prepare the budget and grant applications including all required budget and grant reports. Facilitate budget requests and budget monitoring.
5. Act as the liaison with other law enforcement and criminal justice agencies.
6. Maintain custody of and process confidential office information such as employee evaluations and personnel files, litigation files, and other sensitive documents.
7. Plan and coordinate with the Task Force Operations to establish priorities of the Task Force.
8. Ensure the accountability of Task Force equipment.
9. Ensure confidentiality of all Task Force investigative records and files.
11. Authorization of wire intercepts as per RCW 9.73 et seq.
12. Perform any other duties necessary for the good of the unit operation.

9.00  

**SERGEANT**

The SNOCAT sergeant shall be a sergeant from a participating agency, appointed by the Chief Executive of that agency. The sergeant shall not be from the same agency as the Commander. The sergeant has the responsibility for day to day supervision of SNOCAT activities and subordinate personnel, including:

1. Plan, direct, and control the activities of the Task Force, and provide leadership to personnel in achieving Task Force goals.
2. Participate in determining policy and procedure of the Task Force and for the preparation and upkeep of unit guidelines and ensure compliance with these policies, procedures, and guidelines.
3. Advise the Task Force commander of all matters and needs pertaining to the Task Force as deemed necessary.

4. Notify the Commander of exceptional incidents that occur after hours. (i.e.: newsworthy events, injury to unit member, vehicle accidents, etc).

5. Facilitate budget requests and budget monitoring in cooperation with the Task Force Commander.

6. Act as liaison with other law enforcement and criminal justice agencies.

7. Determine priorities for assigned investigations.

8. Plan and coordinate with the Task Force Commander to establish priorities of the Task Force.

9. Oversees the expenditure of investigative funds and maintenance of proper accounting methods. Prepare financial reconciliation reports monthly of investigative funds and coordinate with the Task Force Commander to ensure the accountability with respect to investigative funds.

10. Solicit unannounced financial audits by appropriate investigators.

11. Ensure the accountability of Task Force equipment.

12. Ensure confidentiality of all Task Force investigative records and files.


14. Perform any other duties necessary for the good of the unit operation.


16. Performs periodic audits on the proper use of safety plans.

17. Provide guidance and assistance on all investigations.

18. On scene supervision of all undercover operations.

19. Regularly apprise the Commander of unit activities and progress of long term or exceptional operations and investigations.

20. Read and approve reports, risk analysis, and operational safety plans. Review search warrants, affidavits, and wire intercept requests per RCW 9.73 et seq.


22. Periodic audit of detective funds and monthly balancing of the investigative fund.

23. Manage CS file and participation in, and overseeing, informant management. Verify the identity of each confidential source.

24. Review and approve time sheets and vacation requests for unit personnel.

25. Prepare statistics as required and/or needed.

26. Prepare initial, midterm, transfer, and annual evaluations.

27. Screen requests for call outs or assistance from other agencies.

28. Coordinate and attend meetings with outside agency supervisors, Anti-Crime Teams (ACT), and Directed Patrol programs.
9.00  
**Sergeant Duties Cont.**

29. Constantly assess unit personnel, the Task Force direction, and determine ways procedures and operations can be improved.

30. Select and designate, in writing, an acting sergeant as necessary.

31. Perform any other duties necessary for the good of the Task Force.

32. Manage Task Force fleet.

9.01  
**Acting Sergeants**

In the event that a sergeant will be away from the unit for one full shift or longer (except for illness), the sergeant will appoint a Task Force member as acting sergeant.

The acting sergeant will possess all the duties, responsibilities, and authority of a regular sergeant in the SNOCAT. The authority of an acting sergeant will not be counter ordered by a regular sergeant unless it is an issue of safety, legality, or policy.

10.00  
**AUTO THEFT DETECTIVE**

Investigators shall be detectives selected by the Chief Executive of the participating agency. Investigators shall work in two or more person teams to complete specific investigatory and/or public education tasks at the direction/supervision of the SNOCAT sergeant for any Task Force related activity. A Task Force detective's responsibilities shall include, but are not limited to:

1. Obtain written and telephonic search warrants.

2. Complete detailed case reports. Maintains case reports in an organized manner for reassignment in the event of his/her departure. The reassignment of cases will be at the discretion of the unit sergeant.

3. Prepare operational briefing plans and risk analysis.

4. Conduct day and night time surveillance.

5. Work in an undercover capacity to further criminal investigations.

6. Work with and manage Confidential Sources.

7. Acquire the skills and knowledge of search warrant entry techniques.

8. Work with municipal, county, state, and federal agencies.

9. Be available to be called out after hours, weekends and holidays as needed.

10. Be available and prepared to travel during an investigation with little or no notice.

11. Stay up to date on search and seizure laws.

12. Be able to operate special equipment and perform electronic surveillance and intercepts.

13. Have the ability to prepare and work long term investigations lasting from one to several years.

14. Be responsible for financial expenditures and balancing books each month.
15. Carry approved firearm while on duty.

16. Perform any other duties necessary for the good of the operation.

17. Conduct financial investigations.

Upon assignment to SNOCAT, the following shall be accomplished as soon as practical:

- Complete a SNOCAT Training Program.
- Attend a two-week Detective Basic School or equivalent.
- Attend undercover school.

11.00 PROSECUTOR STAFF

11.01 Assignment and Duties of a Deputy Prosecuting Attorney

A Snohomish County Deputy Prosecuting Attorney (DPA) shall be appointed to SNOCAT by the Snohomish County Prosecutor. This DPA reports to the Chief Criminal Deputy Prosecutor or his/her designee. All SNOCAT investigations referred to the Snohomish County Prosecutor’s Office for consideration of state criminal charges shall be assigned to this criminal deputy prosecutor, who is stationed with SNOCAT. This DPA provides vertical prosecution on SNOCAT cases: requests follow-up investigation as needed, makes charging decisions and handles the prosecution from first appearance in court through sentencing. This DPA shall follow the Prosecutor’s Office Charging and Disposition Standards and obtains approval on case filing and reduction decisions from the Chief Criminal Deputy or his/her designee. This DPA also provides to SNOCAT law enforcement members, upon request, legal analysis of proposed evidence-gathering tools or steps, such as the use of search warrants and wire intercept orders. This DPA does not participate in or direct any law enforcement investigation.

The Snohomish County Prosecutor’s Office shall handle any civil forfeiture action arising from the seizure of a suspect’s assets in connection with a SNOCAT criminal investigation.

When personal property is seized, a criminal deputy prosecutor shall be assigned to handle the forfeiture action. When real property is involved, a criminal deputy prosecutor shall review the initial documentation to determine if there is probable cause to seize the real property. If it is determined that probable cause to seize the real property exists, the matter will be transferred to a civil deputy prosecutor.

11.02 Assignment and Duties of Legal Secretary

A legal secretary shall be appointed to SNOCAT by the Snohomish County Prosecutor. The legal secretary reports to the Prosecutor’s Office Criminal Office Manager, and provides secretarial support for state criminal prosecution matters and for civil forfeiture actions.

The legal secretaries’ duties include:

1. Prepares and types legal documents and correspondence such as petitions, warrants, briefs, calendars, opinions, summons, affidavits, orders and complaints, processes documents to meet legal requirements and deadlines, files documents with the County Clerk and sends copies to interested parties as required.
2. Sets up and maintains legal files and filing systems, files and retrieves materials as necessary.
3. Opens sorts and delivers mail, maintains incoming and outgoing mail log, stuffs envelopes and addresses outgoing mail.
4. Enters case data on a computer terminal, retrieves information from files or terminal, proofs and corrects work entered.
5. Receives and directs incoming calls and/or visitors, determines their need, answers questions, directs them to the proper area and furnishes documents as appropriate, places calls for attorneys to secure information as requested.
6. Schedules appointments, meetings, and conference rooms and makes travel arrangements as necessary, secures or schedules trial and hearing dates.
7. Collects and compiles data, prepares various reports and time sheets as necessary.
8. May take, transcribe and edit shorthand dictation or transcribe and edit from dictating equipment.
9. May perform all the duties of subordinate level employees or other duties as required.

11.03 Supervision of Prosecutor’s Office staff

Prosecutor’s Office staff stationed at SNOCAT headquarters is subject to the Prosecutor's Office policies and procedures, and to the applicable contractual agreements between Snohomish County and the employee’s union (if applicable). Prior to obtaining approval for future leave time from their respective supervisors within the Prosecutor’s Office, Prosecutor’s Office staff stationed at SNOCAT will consult with either the SNOCAT Commander or Operations Sergeant to determine if the proposed leave time creates any hardship for SNOCAT. If the proposed leave time will create a hardship, information shall be forwarded to the employee's supervisor along with the request.

Unless performing required duties in court or within the Prosecutor's Office, Prosecutor's Office staff stationed at SNOCAT headquarters shall maintain regular office hours at SNOCAT headquarters and shall attend SNOCAT staff meetings as required by the SNOCAT Sergeant.

11.04 Requests for Discovery and Public Disclosure Requests

When a defendant or defense attorney makes a discovery demand for case reports or other investigative information, the DPA assigned to the case shall answer. When a public disclosure request for case reports or other investigative information is made while the investigation is pending, requesters will be referred to the Snohomish County Sheriff's Office Records Section. When a public disclosure request for case reports or other investigative information is made after a referral for a charging decision has been made to the Prosecutor's Office, their public disclosure officer shall respond.

12.00 FEDERAL AGENCY SUPPORT STAFF

Every effort will be made to have full time and/or part time federal investigators assigned to the Unit. Full time Agents will be assigned a training detective and will participate in the Unit Detective Training Program. Agents will take direction and supervision from their assigned unit supervisor.

12.01 Special Commissions

Upon completion of the Unit Training Program and while assigned as a full time member of the Unit, Federal Agents may receive a Special Commission from the Snohomish County Sheriff.

13.00 OFFICE RULES AND PROCEDURES

The Task Force is provided office space that is not attached to a law enforcement facility. Due to the nature of the work and the sensitivity of the investigations, security measures must be strictly adhered to.

13.01 General Rules

1. The office and workstations will be maintained in a neat, professional manner.

2. Unassigned workstations will not be used as storage areas. All workstation floor areas will be clear and not used as storage areas.

3. All common areas will be clean and orderly at all times. Trash and shredder will be emptied as required.
4. Unit personnel shall be responsible for the security of all investigative, intelligence, or evidentiary material contained in the office. Such material shall not be left out or unsecured in the member’s absence.

5. Personal use of cell phones shall be kept at a minimum.

13.02 Office Security

1. The office entry doors will be locked at all times.

2. Non-law enforcement personnel shall not be permitted in the office without an escort.

3. Our location shall not be divulged without a need to know.

4. Informants, defense attorneys, private investigators, prisoners and suspects shall not be permitted in the office at any time.

5. Unit personnel will not disclose the address of the office. Mail should be addressed to: 3000 Rockefeller M/S 606, Everett, WA. 98201.

6. Raid gear and other items displaying “police” markings or insignia will not be exposed outside the office or in the parking areas of the Task Force.

7. Staging for search warrants and other marked operations are encouraged to be held at locations other than our office.

8. Visitors will be discouraged from arriving in marked patrol vehicles, and or in law enforcement uniforms.

9. Firearms will not be left unsecure at the office facility.

10. The last person to leave the office each night will ensure the following:
   - Office copier and small appliances are off.
   - The C.S. file cabinet is closed and locked.
   - Lighting reduced to minimum standards.
   - Alarm is set to the appropriate level.
   - The gate is closed and locked.

13.03 Shift Schedules / Vacations / Time Off

1. Unit members will report to work on time and shall work their entire shift unless cleared by the unit supervisor. Any change in shift hours requires prior supervisor approval. Members shall call the office or the supervisor if reporting to work late or calling in sick.

2. Due to the nature of our work, mutually agreed upon short term scheduling adjustments (with prior Supervisor approval) is generally available to accommodate work and personal needs.

3. All employees shall try to be available by telephone when off duty. A twenty minute call back time after a page or call is reasonable. Supervisors are to be available by email or telephone at all times. This does not apply to authorized time off.

4. All vacation and time off requests will be submitted in writing at least one week prior to the date(s) requested. Variation from this policy requires supervisor approval. No more than two unit members may be off on vacation at any given time unless pre-approved by the unit supervisor. Any conflicts in scheduling will be determined by date and time of request and unit seniority.
13.04  
**Schedule for Briefings**

- Unit Briefings – Every **Tuesday** at 0900 hours
- Unit Hours - Tuesday-Friday 0700-1700

13.05  
**Call Outs / Overtime**

1. Unit members will not respond to direct call outs from patrol or any other unit or agency unless pre-approved by the Task Force sergeant or as part of liaison assignments. Call outs must be cleared and assigned by the Task Force sergeant.

2. In order to accomplish Task Force objectives, overtime hours may be required. The Task Force sergeant will attempt to schedule and manage detectives’ hours in such a manner as to accomplish those objectives with the least disruption to detectives regular work hours.

3. Before approving overtime, the Task Force sergeant is responsible for determining that overtime is essential. All overtime must be pre-approved by a Task Force sergeant unless common sense and good judgment dictate the obvious necessity of overtime to accomplish an objective.

4. Overtime forms will be submitted to the Task Force sergeant no later than the next workday.

13.06  
**Maximum Consecutive Work Hours**

1. For health and safety concerns of the members of this Unit, the following policy shall apply: No member of SNOCAT will be required, nor allowed, to work more than eighteen consecutive hours, without a minimum of six consecutive hours off in any given 24 hour period. Exceptions to this policy for unusual occurrences or other incidents shall receive approval or direction by the Task Force Commander or his/her designee.

2. It is the direct responsibility of the unit member to make the Task Force sergeant aware if the above situation occurs. Members involved with special assignments outside of their task force duties (i.e.: SWAT, ERT, DIVE, BOMB, etc.), shall also inform their specialty supervisor prior to responding to a call out.

3. All work performed in excess of the regular scheduled shift shall be compensated as determined by the applicable labor agreements.

13.07  
**Time Sheets / Receipts**

1. Monthly buy fund receipts will be turned in to the Task Force Sergeant on the first workday of the new month, accurate, complete, and signed.
13.08

Reports

1. Reports will be completed and to the sergeant/supervisor within 72 hours of the incident.

2. All arrest reports will be completed by the detectives, prior to going off duty.

3. The case supervisor will ensure that all follow up reports are completed within the unit timelines and routed appropriately.

4. All incidents involving use of force will be documented in the reports. Policy and procedures from the parent agencies’ use of force shall be complied with.

5. Ongoing investigations will have reports and/or synopsis up to date.

6. Do not describe surveillance equipment or its application in reports. Just state that surveillance was conducted.

13.09

Project Log File

Project log requests will be filled out by the detective and approved by the sergeant before being assigned a number and entered into the logbook.

Project logs will be updated as necessary and periodically reviewed by the sergeant.

Upon the completion of a project log case, the detective and sergeant will ensure that all information is completed, marked closed, and a copy attached to the final charging case report.

13.10

Daily Information Reports (DIR)/ATTACK Bulletin

1. The Task Force keeps information received “in house” and from other agencies on a daily basis. This information is put onto a Daily Information Report (D.I.R.)
   • The primary detective on any investigation or incident is responsible for making an entry into the D.I.R. Do not report information where you “assisted” another unit member.

2. Keep the information brief and professional.

3. Each detective is responsible for reviewing the D.I.R.’s on a daily basis.

4. Information will be put into the ATTACK bulletin on investigations as needed.

13.11

Voice Mail / Email / Mailbox

All unit personnel will check their mailbox, voice mail, and email at the beginning of each shift, and as often as possible throughout the day. Outlook Office Assistant shall be used to provide an “Out of Office” email message reflecting the same information as in the voice mail.

All unit personnel will check their calendars and enter all office related appointments on their calendars on a daily basis. This tool is used by other staff members for scheduling and must be completed.

All unit personnel will promptly return phone messages and reply to emails in a timely manner.
Each member of the Unit shall compose a personal voice mail message appropriately identifying themselves by rank and as a member of the Task Force. If a member will be absent from the unit for one week or longer, a temporary voice mail message shall be composed to reflect the absence and return to work date and who to contact during your absence.

14.00

EQUIPMENT

14.01
Inventory / Sign Out

The Task Force Sergeant will have the responsibility of overseeing the care, maintenance, and accountability of the task force equipment. The sergeant may appoint a member of the unit to assist with these duties.

A sign out log or appropriate automated system will be utilized and all members are required to complete the information on the log when checking equipment in or out. The log will be periodically monitored by the sergeant to ensure its accuracy.

A complete inventory will be performed at least once per calendar year.

14.02
Purchase Procedure

All equipment purchases shall have the prior approval of the Unit Commander and be routed through the appropriate fiscal offices.

14.03
Damaged Equipment

Any equipment damaged during normal operations shall be reported in writing to the Task Force Sergeant as soon as possible and no later than 24 hours.

15.00

CIVIL CLAIMS OF DAMAGE

1. The Commander shall be notified immediately of any claims of damage, lawsuit filed, or intended to be filed, against the task force.

2. Any claims of damage brought against the task force by civilians, suspects, or any other person(s) shall be reported to Snohomish County Risk Management.

3. Any inquiries about any civil claims or lawsuits shall be referred to Snohomish County Risk Management.

4. Do not answer questions or give interviews unless directed to do so by Snohomish County Prosecutors Office Civil Division and the legal counsel of the member's home agency.

16.00

HAZARDOUS MATERIALS

1. No hazardous, or potentially hazardous material or chemical(s), will be removed from any scene by task force members unless properly trained and equipped to do so.

2. No hazardous or potentially hazardous material or chemical(s) will be brought to, or stored at, the Task Force office.

3. The SRDGTF BioChem Lab Team will be contacted if any hazardous materials are located at a scene.
16.01  
**Clandestine lab responses**

When a lab is discovered by the unit, via a search warrant or other means, members should:

1. If occupied, secure and remove all occupants.
2. If it is unknown what type of lab, do not ventilate.
3. If it is a methamphetamine lab, ventilate by opening doors and windows.
4. Leave the danger area and secure the perimeter.
5. Notify fire and aid if necessary.
7. Make sure that no one re-enters the lab site.
8. Obtain as much information as possible to identify the type of lab and process.
9. Make sure the scene is secure and no one re-enters the lab site.
10. Contact the Bio-Chem Team supervisor and advise him/her of the situation. Provide them with as much detail as possible; i.e. type of lab process, chemicals, glassware, etc.

17.00  
**VEHICLE POLICY**

17.01  
**Assignment and Use**

Each full time Unit member will be assigned an undercover (U/C) task force vehicle.

Unforeseen circumstances, emergencies, and other unknown issues may occur now and then that impact vehicle use. In those situations, use common sense and advise the sergeant prior to, or as soon after the occurrence as possible.

1. Each member will be responsible for the proper care, maintenance, and scheduled servicing of their assigned vehicle.
2. Members will obey all traffic laws during the normal course of business.
3. U/C vehicles will not be involved in pursuits or attempts to stop fleeing suspect vehicles.
4. U/C vehicles should not be used to block suspect vehicles, unless part of the operations plan, the suspect vehicle is not mobile, and with prior approval by the sergeant. This type of action is not encouraged and requires supervisor justification.
5. U/C vehicles will not be used to make traffic stops unless it’s an emergency, with the exception of vehicles equipped and authorized.
17.02  
Alarms, Lock Boxes, and Spare Vehicle

All task force vehicles will have anti-theft alarms either factory or after market if not equipped.

All task force SUV’s and pickups will have a lock box.

It is the responsibility of the last person using the spare vehicle to ensure that it is clean, fueled, and secure at parking.

17.03  
Vehicle Accident: Driver’s Responsibility

1. Advise dispatch of the accident, requesting aid (if needed), the local police agency unit, and request a supervisor from the task force and/or unit member’s home agency be notified.

2. Render first aid if necessary.

3. Do not make any admission of fault or liability regarding the accident.

4. Driver and all occupants will fill out witness statements as needed.

5. Utilize the issued county plate and vehicle number for accident reports. Do not use the U/C plate number.

17.04  
Vehicle Accident: Sergeant’s Responsibility

1. The sergeant shall ensure that the Task Force Commander is notified, and a supervisor from the member’s home agency is notified.

2. The sergeant shall ensure that the accident is thoroughly investigated, photographed, and appropriate reports are completed.

3. Submit all reports to the Task Force Commander within 24 hours.

4. Notify Risk Management, via email, or phone call, or both.

17.05  
Vehicle Damage

In situations where damage occurs to a task force vehicle, and is not the result, either directly or indirectly, of a vehicle accident, the following procedure applies:

1. Notify the sergeant as soon as possible.

2. Prepare a report detailing how the damage occurred, if known, and submit the report to the sergeant.
UNIT TRAINING

18.01 Scheduled Unit Training

The sergeant will be responsible for providing training on a regular basis. The sergeant will submit the training outline, syllabus, and attendance roster to the proper secretary for filling.

Attendance on unit training day will be mandatory. Members of the unit shall not schedule any conflicting operations or activities.

18.02 Training Request Form

Each member desiring to attend any school or training shall, complete a training request form and submit it to the sergeant. If approved, the sergeant shall forward it to the task force commander.

18.03 Training Records

The Task Force sergeant shall maintain a file containing records of all training, including monthly unit training, attended by unit members. All documented training shall be forwarded to the home agency supervisor.

19.00 TRAINING PROGRAMS

19.01 Detective Training Program

1. The Task Force will make every effort to get new detectives into an under-cover school, Interview/Interrogation school, a detective basic, and surveillance training as soon as possible upon transferring into the Unit.

2. As stated, safety is the primary consideration of this Task Force. Therefore, until a new detective has completed the Detective Training Program and has gained some experience in U/C work, by observing and assisting in the variety of U/C assignments, they will not be allowed to be the primary U/C detective on any case, or be assigned to any entry team, until approved by the assigned Task Force sergeant.

3. A Detective Training Program that is constantly and continually reviewed and updated will be in place for training of all new detectives.

4. Daily Observation Reports will be completed as outlined in the DTP.
19.02
Patrol Training Program

In keeping with the attainment of task force goals, the unit will, whenever requested, not only provide training for detectives, but will also have in place a training program for patrol personnel. This program will continually be updated and tailored to fit the needs of the requesting agency.

The training may range from one or two shifts spent with the Task Force to several days or weeks of in house training.

In addition, the task force will try to participate or conduct training each year specifically tailored to patrol officers related to auto theft investigation.

20.00
SNOCAT UNIT EVALUATIONS

20.01
Initial Conference / Goal Setting

The rating period for personnel in the SNOCAT will be from January 01 to December 31 each year.

During the first week of each new rating period, or concurrent with the final evaluation in December, the sergeant will have an initial conference with each member of their team to review expectations and to establish personal goals for the year. This conference will be documented on the SNOCAT Pre-Evaluation Form.

20.02
Midterm Review

Approximately six months into the rating period, the sergeant will have a midterm conference with each member of their team to review performance and status of goals. This conference will be documented on the Performance Incident Report.

20.03
Performance Incident Report

SNOCAT Performance Incident Reports may be used at any time during the rating period to document a unit member’s positive or negative work performance or behavior. The sergeant is encouraged to use positive reports to document exemplary performance or teamwork. This form may also be used to document “coaching and counseling” sessions to address and correct negative performance during the rating period.

20.04
Annual Performance Evaluation

Final evaluations will be completed by the last day of December each year. The sergeant will have a final conference with each member of their team and review the year’s performance and completion of set goals. This conference will be documented on the SNOCAT Annual Performance Evaluation form. The sergeant will simply indicate whether the employee’s performance is satisfactory or unsatisfactory. The appropriate box should be checked indicating that all prior conference forms for the rating period are attached. The appropriate box shall also be checked indicating any positive or negative conference reports, and “positive” or “negative” shall be written if appropriate.

Any training that the employee has received during the rating period should be listed as indicated.

In the comments section, a brief summary of the year’s performance should be written.
After the sergeant and employee review and sign the annual evaluation, the sergeant will forward the evaluation to the Task Force commander and forward a copy to the home agency supervisor.

21.00 **OPERATIONAL SAFETY PLANS**

Unit detectives are involved in various operations in the day-to-day duties of investigating auto theft and other criminal activity. Due to the nature of these investigations, it is imperative that these operations be properly planned to provide for officer and citizen safety as well as the successful prosecution of these crimes. All operations involving search warrants and planned arrests will be accomplished through the use of written operation safety plans. Controlled buys and planned surveillance may require a written operations safety plan depending on the extent of the operation. All operation safety plans will be reviewed and approved by the Task Force Sergeant. This operation safety plan should include, as a minimum, the following:

1. Identity and photograph of the informant, if applicable.
2. Identity and photographs (DOL, Booking) of all suspects and associates being encountered in the investigation as they occur, if possible.
3. Identification and description of all suspect vehicles that may be encountered.
4. Potential for violence of any suspects, any weapons, dogs, or other danger or risk factor.
5. Arrest or duress signals, both visual and audible.
7. Determination for the need of specialized personnel and/or equipment such as:
   - Tactical Team
   - Tactical Emergency Medical Services (TEMS)
   - Health District
   - Clandestine Lab Team
   - Hazmat
   - Fire and/or Aid
   - Child Protective Services
   - Animal Control
   - Canine Unit
   - Bomb Disposal Unit
   - Tow Trucks

21.01 **Risk Analysis**

All planned arrests and search warrants shall be presumed to be of high risk pending an analysis. A risk analysis shall be done by the case detective for each pending search warrant or planned arrest situation which shall be reviewed and approved by the sergeant. Search warrants that are determined to be of a high risk will have a consultation and review with the Sheriff’s Office tactical team commander and be executed by said tactical team or WSP's SWAT team.

All operations safety plans and risk analysis reports will be kept in a separate unit file.
21.02

**Operations Briefings**

The operation briefing will include a review of the operational plan format, personnel assignments, and an introduction of all non task force personnel. If you do not attend the briefing, you should not be involved in the operation.

Assignments will be made as follows:

**Case Detective or Designee:**
- Obtains search warrant
- Conducts briefing
- Makes assignments
- Assures proper forms are left at premises
- Files return of service with court within three days
- Enters evidence into property room and requests appropriate testing
- Ensures seizure notices are properly served
- Ensures locations are secured prior to leaving

**Entry Team:**
- Makes entry into location
- Controls occupants and suspects
- Secures location

**Perimeter Security:**
- Apprehends suspects fleeing from location
- Controls access to location
- Security of police vehicles
- Remains outside. Does not enter location unless requested

**Recorder:**
- Logs evidence and seized items
- Assures evidence is properly sealed and marked
- Assists case detective with entering evidence into property room
- Marks each room with a number and provide a sketch of the location, each room is then “signed off” by searching detectives

**Finder:**
- Locates evidence.
- Seals, marks, and initials evidence after it has been photographed
- Assists Recorder with logging evidence
- Signs room number tag after search is completed

21.02
Operations Briefings Cont.

**Photographer:**
- Still photographs and video are mandatory when children are involved, and when a seizure is, or may be, likely
- Premises prior to commencing search
- Point of entry if forcibly breached
- Photos of suspects at scene
- All evidence where it is found
- Any property damage
- Other items as determined by case detective
- Premises and exit photos after search is completed

**Interviewer:**
- Advises suspects of their Miranda admonishment
- Explains charges to suspects
- Obtains initial statements from suspects
- Assists in securing suspects at the location

**Interior Security:**
- Guards the suspects
- Assists the Interviewer

The law enforcement agency in whose jurisdiction the operation is taking place will be notified prior to the operation commencing by the case detective. That agency should be given the opportunity to participate. The sergeant can authorize the notification to be made after the operation is initiated under unusual circumstances.

All detectives assigned to the Task Force will adhere to these planning guidelines:

**21.03**
**Arrests**

1. No unit member shall affect an arrest alone, except where an arrest must be made for the protection of the officer and or other person(s).

2. In such circumstances unit members will comply with the dictates of sound judgment and in accordance with the policies of the member’s home agency.
21.04
Search Warrants

1. The case detective will normally be the affiant for a search warrant.

2. Prior to applying for the warrant, the detective will visit the premises and make every attempt to ensure that the warrant is issued for the correct location.

3. All search warrants should be approved by the unit prosecutor unless unavailable in which case any Snohomish County prosecutor may be used.

4. Once approved, the detective will review the warrant with a judge and obtain judicial authorization for the service of the warrant. This authorization may be obtained telephonically, or by FAX, using established procedures.

5. Should the warrant be for a location outside Snohomish County, the warrant shall be signed by a superior court judge.

6. A search warrant should not be served without the assistance of uniformed personnel. In situations where a patrol unit is not available, a decision must be made based on risk factors and manpower, whether to serve the warrant or not.

7. Uniformed personnel will be assigned a high visibility position for the warrant service such as perimeter or at the entry. Patrol vehicles will be utilized when possible for high visibility police presence.

8. Prior to the service of a search warrant, the case detective shall complete an operational safety plan and risk analysis and submit it to the unit supervisor for review and approval.

9. A unit supervisor will review the risk analysis to determine if special entry teams should be utilized.

10. The operational safety plan and risk analysis will be kept on file.

11. The case detective will conduct a briefing to all involved personnel. The briefing will include the following:

   - A complete description of the target premises with sketches, photographs, and videos if possible
   - A complete description of all suspect targets that may be at the location, including background information, photographs, and any potential for violence
   - Personnel assignments to include: entry team, perimeter, knock and announce, service copy of warrant, ram, photographer, search team, evidence recorder, interviewer, and any other special assignment
   - Equipment assignments. i.e.: evidence kits, bust bags, camera, ballistic shield, bolt cutters, etc
   - Assign main radio frequency and alternate

12. The case detective will ensure that proper notification has been made to a road supervisor, dispatch, HIDTA and drug enforcement unit (If applicable), at the jurisdiction involved prior to the arrest or warrant service.
21.04
Search Warrants Cont.

13. At the conclusion of the briefing, the case detective will read the service copy of the warrant to all involved personnel, and assign a member of the entry team to have the service copy of the warrant.

14. All unit members will wear issued raid gear clearly identifying them as police. Balaclavas may be worn with a ballistic helmet or baseball cap clearly showing the word “POLICE” on the front.

15. Body armor shall be worn by all personnel when serving arrest and search warrants, or when confronting a planned arrest situation.

16. Once the scene is secured, the premises will be photographed and videoed prior to the search being conducted. Each item seized will be photographed in the location it was found. The premises will again be photographed after the search is completed.

17. The case detective will be responsible to see that the appropriate copies of the warrant and inventory are left at the location.

18. Deviation from this procedure may be made when service of a warrant presents no hazards, such as a safe, toolbox, storage locker, impounded vehicle, etc.

21.05
Hot Pop (Buy/Bust) Operations

1. The case detective will complete an operational plan and have it reviewed and approved by the sergeant.

2. The case detective will have an approved wire authorization and the U/C detective will wear a body wire and/or recorder if RCW 9.73 requirements are met.

3. If the flash roll is needed, the case detective will obtain the funds from the sergeant prior to the briefing. The serial numbers of the flash roll will be copied or recorded and made part of the case report.

4. The location for the operation will be physically visited prior to the briefing to ensure advantage of control of the area and allow for a detailed sketch and description for briefing.

5. Patrol must be notified and a patrol unit assigned to the immediate area to make the arrest after the deal has been consummated. A hot pop will not be conducted without uniformed personnel unless absolutely necessary and with the approval of the sergeant.

6. The briefing will include the following:
   - Description, diagram, and photos (if available) of the operation location
   - Description, photo, and criminal history of suspects
   - Description and license number of suspect vehicles
   - Photo of confidential source if utilized
   - Personnel assignments
   - Equipment assignments

7. Arrest signals will be defined and include:
   - A clear audible signal
   - A clear visual signal
   - An alternate clear visual signal
21.05
Hot Pop (Buy/Bust) Operations Cont.

8. Tactical codes to communicate with the U/C:
   • 333 - Emergency, Get Out!
   • 666 - Lost surveillance.
   • 777 - Wire not working.
   • 888 - Deal is off.

9. One detective will be assigned to monitor the body wire and relay necessary information to all the other units via radio and cell phone. All other radio traffic will be kept to a minimum.

10. When the arrest signal is given, the assigned detective will relay to all units.

11. The confidential source will be removed from the scene as soon as possible and exposure to unit personnel and unit vehicles should be kept to a minimum.

12. Once the arrest has been made and all is secure, the scene will be cleared as soon as practical.

21.06
Reverse Investigations

1. Reverse investigations will follow the same procedure for hot pop operations.

2. The case detective will get the sergeants approval to obtain needed investigative aids for the reverse.

3. Immediately following the operation, the investigative aids will be booked as new evidence.

21.07
Controlled Buys

1. Controlled buys require the use of a confidential source to facilitate criminal transaction where an introduction of an undercover detective cannot be accomplished.

2. When a controlled buy is a chargeable case and the confidential source agrees to testify, the case detective will obtain an approved wire authorization and the confidential source will wear a body wire and/or a recorder.

3. At least two detectives will be utilized in a controlled buy operation.

4. Prior to the buy, The C.S., and the C.S.’s vehicle if used, will be thoroughly searched to ensure that no contraband or other funds or weapons are present.

5. The case detective will copy or record the serial numbers of the funds given to the C.S. to make the purchase.

6. The C.S. will be kept under surveillance until the buy is consummated and the C.S. returns to the pre-arranged meeting place.

7. The C.S., and the C.S.’s vehicle, will again be searched to ensure that there isn’t any other contraband, funds or weapons present.

8. The items will be (if it is drugs will be field tested) placed into evidence.

9. The C.S. will provide a witness statement and the transaction will be noted on the back of the C.S.’s file card.

10. A safety plan will be properly filled out and approved before a controlled buy.
21.08 Undercover Buy/Walks

1. The case detective will complete a safety plan and have it reviewed and approved by the sergeant.
2. The case detective will have an approved wire authorization and the U/C detective will wear a body wire and/or recorder.
3. Buy/Walks require the team supervisor and one detective to monitor the wire and a minimum of two detectives as an emergency response team.
4. Detectives shall be armed when conducting a U/C buy (exceptions in 32.02 and 32.03).
5. If drugs are purchased they will be field tested and placed into evidence.

21.09 Knock and Talks

In cases where there is not enough information to obtain a search warrant, and the chances of obtaining further information are unlikely or, if a location appears to be a low level class violator nuisance, knock and talks may be selectively assigned to detectives and/or referred to patrol.

All knock and talks will be accomplished with a minimum of two unit members and a minimum of one uniformed patrol officer. Body armor will be worn and proper identification will be shown.

If consent to search is sought, proper warning shall be given to appropriate occupants. Refer to Ferrier and latest case law / court decisions.

21.10 Landlord Notification

Per RCW 69.50.510 whenever a controlled substance is manufactured, distributed, dispensed, or acquired at a rental premises the law enforcement agency shall notify the landlord in writing.

Unit members will ensure that notification is made to landlords either by personally mailing notice or by having the unit secretary mail a notification letter. This information will be recorded in an excel database.

21.11 Debriefing of Operations

Operations should be followed by a unit debriefing as soon as practical.

21.12 Strip and Cavity Searches

Strip and body cavity searches are sometimes necessary for safety or to seize evidence. All strip and body cavity searches will be conducted in accordance with RCW 10.79.060 – 10.79.170.
22.00 UNDERCOVER OPERATIONS

The task force will have numerous occasions to conduct undercover operations. Specifically, this will entail the introduction of undercover detectives to Auto Thieves and other criminals in order to purchase stolen property or infiltrate their organization.

The primary concern of any investigation or operation is officer safety, not the arrest of the suspect. Detective/suspect meetings and/or transactions, occurring behind closed doors out of view of support personnel, will clearly be the exception rather than the rule and must have prior sergeant approval.

Body wires and/or recorders should be used on every planned operation involving a U/C unit member.

Prior to any undercover operation, search warrant service, or planned arrest, (including non-enforcement buy/walks), notification will be made to the agency of jurisdiction.

The sergeant will be present at all U/C operations and monitor the wire.

22.01 Conducting the Undercover Operation

1. A case shall be terminated if it is contingent on the undercover detective consuming a controlled substance.

2. If the undercover detective is placed in a life threatening situation in which a controlled substance must be consumed, the following shall occur immediately:
   - The arrest signal will be given and the arrest team will respond immediately prior to the ingestion of any controlled substance, if reasonably possible
   - If a controlled substance has been consumed, the officer will be transported to the nearest medical facility
   - The incident will be immediately reported through the chain of command

3. Simulation of drug use is prohibited unless absolutely necessary to avoid physical harm to the officer.

4. All unit members will be aware of the danger signs that might indicate a possible robbery, assault, or “rip off”. Some indicators are:
   - Suspect's eagerness to consummate the deal
   - Prices are inconsistent with the normal street value
   - Suspect's preoccupation with the flash roll or weapons
   - Last minute changes in the pre-arranged transaction by the suspect
   - Unknown or unseen associate of the suspect suddenly becoming part of the transaction
   - The suspect's obvious inability to carry out the transaction
   - The quality of sample is poor or the quantity is less than what was agreed upon

5. Detectives will never allow informants to control an operation.

6. The undercover detective will not deviate from the written plan unless sergeant approval can be obtained during the operation or if urgent circumstances dictate otherwise.
22.01 Conducting the Undercover Operation Cont.

7. When the arrest signal is given, the undercover detective will not be involved in the actual arrest unless the situation absolutely dictates intervention.

   If, during an operation, the undercover detective is robbed by the suspects, the trouble and/or arrest signal will be given and the undercover detective will rely on the arrest team to take appropriate action.

8. The undercover detective will not front any portion of the flash roll.

9. An undercover detective will not meet with suspects in an investigation without proper surveillance and cover units.

10. Unit members will be provided undercover alias identification while assigned to the task force. It is good policy to acquire numerous pieces of identification in the alias name. (Concealed Weapons Permits, Hunting/Fishing License, Business Cards, etc.). Members shall possess police identification during planned enforcement operations.

11. Unit members will not give away any stolen property, sell drugs to any person unless it has been approved by the unit Commander, and the unit prosecutor has been advised that it is necessary to further the investigation of a high level criminal organization. The use of this procedure will be extremely rare and under very special circumstances.

22.02 Wearing a Wire

Detectives engaged in an undercover buys shall wear a body wire (transmitter).

Detectives engaged in an undercover buys shall also carry an evidence recorder if circumstances allow.

Exception to this policy will only be with prior approval from the sergeant.

22.03 Armed During U/C

Detectives engaged in an undercover buys shall be armed at all times.

Exception to this policy will only with prior approval from the sergeant.

22.04 Working U/C With Federal Agency

Whenever members of the unit are part of an operation conducted by any federal agency, or when a unit member is acting in an undercover capacity in a federal operation, the SNOCAT Sergeant will be present for the operation.

22.05 U/C Risk Analysis

Whenever a detective is going to be engaged in an undercover buy, the U/C detective and the case detective will fill out an undercover risk analysis form to be reviewed by the sergeant.
22.06
Surveillance and Surveillance Log

Surveillance is the discreet observation, in accordance with all applicable local, state and federal laws, of persons reasonably suspected of criminal activity, and the places which they frequent.

The ultimate objective of any surveillance is the collection of evidence for the detective, apprehension and conviction of persons suspected of criminal activities.

For evidentiary purposes, as well as for good organizational procedure, observations made on surveillance should be entered in a log. The dates, times, addresses, vehicle and suspect descriptions, etc., must be included in the written notes made by the investigator as the surveillance progresses.

23.00
WEAPONS POLICY

23.01
Duty Weapons

All Unit members must, at a minimum, qualify in accordance with their home agency policy and with the standard issue duty weapon of their home agency. The Task Force sergeant will make every effort to schedule range training throughout the year.

23.02
Non-Issued Weapons

Unit members must have all non-issued weapons approved by home agency. Unit members must qualify at least to home agency standards.

24.00
OFFICER INVOLVED SHOOTING PROCEDURE

The task force is unique in that it is staffed by officers from numerous jurisdictions with each jurisdiction having its own set of procedures and policies. The Task Force Operational Guidelines Manual has been implemented to provide consistency in auto theft investigations and is written so as not to conflict with the procedures and policies of other agencies.

In use of force situations, all members of the task force will operate under the policies set forth by their home agencies. The following is procedural policy in the event that a task force member is involved in a task force related shooting incident.

24.01
Intentional Discharge

1. Whenever a task force member intentionally discharges a firearm during an operation where a crime, injury, or damage of any kind is involved, immediate action should be taken to accomplish the following:

2. Care for the injured.

3. Request assistance, including medical aid, a task force supervisor, and a patrol supervisor if necessary.

4. Request detectives from SMART (Snohomish County Multiple Agency Response Team) to respond to the scene. Depending on jurisdiction, SMART will conduct the investigation independently or in conjunction with the venue jurisdiction.

5. Apprehend any suspects.

6. Protect the scene.
7. Locate and identify witnesses.

Involved Task Force members shall refrain from discussing the incident with anyone other than to provide necessary public safety information until the arrival of the sergeant at the scene.

24.02 Unintentional Discharge

If a unit member has a negligent discharge while on duty, members of the task force will operate under the policies set forth by their home agencies. The task force sergeant as well as a supervisor from the parent agency will be notified. The task force sergeant will notify the commander as soon as possible.

25.00 WESTERN STATES INFORMATION NETWORK (WSIN)

The Western States Information Network has been in operation for many years and is one of our most valuable tools. Its purpose is to coordinate information on investigations with agencies throughout the Northwest, and to assist in investigations by loaning equipment and in some cases helping financially fund an investigation. WSIN is only as effective as the participants who use it. If they don't receive the information from law enforcement, then they have no information to pass on. The Task Force and all Unit members will put forth the greatest effort to use WSIN to the fullest extent to benefit Task Force investigations and the WSIN system.

If a name is entered into WSIN and gets a "hit", the inquiring agency will be told to contact the "hit" agency. No other information is given. This allows for security of investigations and yet allows access to a possible conflict or duplication in investigations. This also provides a means to avoid two or more agencies from conducting investigations where law enforcement is on both sides of the same deal. Undercover officers have been killed by other undercover officers during operations where neither side knew of each other's investigation.

1. Names of suspects, (including aliases), addresses, phone numbers, vehicles, boats, and planes will be put into the WSIN system at the initiation of all investigations. An entry made by a telephone inquiry will enter a name into the system for five years.

2. On long term investigations, periodic WSIN checks will be done.

3. At the completion of investigations, "hard cards" will be sent to be entered into the WSIN system.

4. All informants will be checked through WSIN and entered as an informant for the task force.

5. Any informant that has proven unreliable will be "Black Balled" through WSIN on the appropriate form and signed by a unit supervisor.

26.00 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)

26.01 De-confliction

Prior to conducting any type of field operation, the case detective will place a call into the HIDTA de-confliction center or go on line and enter the information in an attempt to ensure that no other law enforcement agency is unknowingly involved in the operation. This is a high officer safety priority.

27.00 CONFIDENTIAL SOURCES (Informants)

The essence of criminal investigation is information. Without information, there can be no substance to an accusation of criminal behavior. Information, most often, comes from or through people. All people who provide information are informants. Some of them are later designated "witnesses" and identified in court.
Others remain “confidential sources” (C.S.) whose identity is protected in order to make use of their information from case to case. Often, no prosecutable case can be made without the use of an informant’s information. Of course, an informant’s information must be corroborated to the extent it reasonably can be.

Any investigative unit’s effectiveness is enhanced through the use of informants. Unfortunately, the usual reason informants know what they know about lawbreakers is that they are or have been lawbreakers. Not all sources of information are capable of being Confidential Sources. We must get capable sources of information to a “reliable” level, in a consistent manner, and keep these sources at a level capable of producing information accurate enough to provide Probable Cause to issue arrest warrants, search warrants, wire intercepts, and formal charges.

27.01 Recruitment

1. Informants generally do not need to be recruited. Most often, they are either caught in a criminal act, or become informants in exchange for a recommendation to the prosecutor, or they come voluntarily with some other motive. There are usually four motives for people who want to be informants:

   - They want a favorable recommendation to the prosecutor regarding a pending charge(s) against them
   - They want money
   - They want revenge
   - They are concerned citizens, and want nothing in return

27.02 Development

1. Meet with the informant. This must always be done with at least two detectives for officer safety reasons, and to protect against accusations of corrupt influence.

2. If the informant sounds credible:

   - Determine the motive
   - Determine what information or what targets the informant can provide
   - Complete a confidential source file card, ask for photo I.D. and take photo for C.S. file card
   - Complete and sign the SNOCAT special consent form

3. Check the informant’s criminal history (local, state, federal, WSIN, HIDTA) and for any outstanding warrants. Check with any law enforcement agencies the informant may have worked for. Document this information on the C.S. file card. Periodic checks (minimum of twice annually) will be performed on confidential sources. The results of these checks will be noted on their card with appropriate actions following.

4. If the informant’s motive is the desire for a recommendation to the prosecutor regarding pending charges:

   - Obtain unit supervisor’s approval
   - Get the approval of the original agency and/or arresting officer on the concerned charges.
   - Obtain the prosecutor’s approval
   - The objective is not to allow the informant to “work off” the charge(s), but rather to “work down” the charge(s). Try to get the informant to plead guilty to at least one of the chargeable offenses
5. Re-contact the informant.
   - Clarify the informant’s motive
   - If the motive is a recommendation to the prosecutor, complete and sign the SNOCAT contract. Give the contract to the sergeant to be filed
   - Check that the C.S. has not been previously signed up under a false name or alias
   - Obtain a C.S. number and affix it to the C.S. file card. This is to protect the identity of the informant
   - Affix the sign up detective’s name (one name) to the C.S. file card.

6. Note on back of C.S. file card the following:
   - Date: When signed up or when C.S. had some activity
   - Case number if applicable
   - Detective’s name who was involved in the activity
   - Action: What the activity was the first entry should be why the C.S. was signed up; contract sign up, mercenary, or other activities; reliability buy, controlled buy, introduction, or search warrant
   - Amount: any money that was paid to the C.S.

Make the C.S. reliable, corroborate the C.S.’s information, and act on that information as soon as possible.

27.03 Restrictions

1. No informant under the age of eighteen shall be used without approval of the sergeant, the unit prosecutor, and consent of the C.S.’s parent or guardian if available.

2. If the C.S. is arrested for a state or federal felony while under contract, the C.S.’s use shall be discontinued until the matter is resolved.

3. When using informants of the opposite sex, special caution should be taken to avoid the “police groupie” syndrome, or a desire of the informant to develop more than a business relationship with the detective.

4. An informant who has been declared unreliable by any police agency shall not be used until removed from unreliable status in WSIN and must have prior sergeant approval.

5. An informant that is active in Drug Court, will not be used unless approved by that body.

27.04 Disclosure of Informants

1. The disclosure of a confidential source’s identity in court shall be avoided whenever possible. The requirements for disclosure vary and often depend on the extent of the informant’s involvement in the investigation.

2. The question of disclosing the identity of the informant shall be discussed with the unit prosecutor before trial. Any alternatives which would allow the Task Force to proceed without disclosure should be given full consideration.

3. In some situations, identifying the informant cannot be avoided. The informant may have to testify to support the state’s case, or, testify as a defense witness. Depending on the involvement of the informant
during a U/C transaction, the C.S. may be viewed as a “Transactional Witness” and may have to be identified. The detective, in conjunction with the unit prosecutor, shall ensure that there is no other satisfactory alternative to disclosure.

4. If, when testifying, the detective is presented with the question of disclosure, the detective should request time to confer with the prosecutor to determine if there is an alternative.

5. An additional consideration in disclosing the identity of the C.S. is the effect the disclosure will have on that, or other, investigations. The final decision may be to dismiss the case rather than disclose the C.S.’s identity.

6. Only the commander can authorize the release of a C.S.’s identity. The same restrictions apply to the copying of C.S. cards or contracts.

27.05
Developing Informant Reliability

1. The following are methods and factors in determining the level of reliability of a potential C.S. and/or making a C.S. reliable:
   - How timely is the information provided
   - Does the C.S. have first hand contact with the suspect or suspects activity
   - Has the C.S. provided this, or any other agency, with accurate information in the past and did it result in arrests or seizures
   - Does the C.S. have knowledge of the auto theft community, frequent places where stolen property is prevalent, and associate with auto thieves, and drug traffickers
   - Is the C.S. familiar with the types of vehicles stolen prices parts are sold and other types of methods for stealing vehicle and property and ways to move stolen property
   - Can particular information provided by the C.S. be independently verified through personal knowledge or through other law enforcement sources
   - Does the C.S. have any motives for providing false information
   - Is the potential C.S. seeking counter intelligence
   - Can the potential C.S. identify persons or locations where stolen property or drugs are trafficked, identify the type of drug(s) and stolen property being sold, enter and exit the location and provide to detectives the stolen property or purchased drugs? (This is known as doing a reliability buy or a controlled buy)

27.06
Responsibilities and Techniques to Control Informants

1. Always remember C.S.’s are but one step above criminals and should be trusted accordingly.

2. C.S.’s will not be told of the location of the task force office.

3. C.S.’s absolutely will not participate in raid planning, briefings, or arrests.

4. Detectives shall remember that C.S.’s are resources for all members of the unit, not of the individual member.

5. No less than two detectives will meet with a C.S.

6. Authority must be established over the C.S. by maintaining strict control over an investigation and prohibiting the C.S. from attempting to do so.

7. Maintain a professional relationship with C.S.’s. Personal involvement can mean lost objectivity.

8. Make only promises that can be kept, especially as it concerns criminal charges involving the C.S.

9. Maintain accurate, complete records of conversations, agreements, and issues relating to C.S.’s.
10. Never disclose a C.S.’s identity because of spite, anger, or revenge.

11. Exchange information with other agencies regarding an informant, however, never exchange information with other C.S.’s.

12. When possible, avoid allowing a C.S. to become a material witness.

13. Being respectful towards a C.S. can go a long way and can aid in extracting information the C.S. possesses.

14. Assure the C.S. that as long as you both have a good honest working relationship, you will do all you can to keep the C.S. anonymous.

27.06 Responsibilities and Techniques to Control Informants Cont.

15. Some examples to protect C.S.’s anonymity are sealed affidavits, in camera hearings, the use of multiple C.S.’s, and/or the introduction of a U/C.

16. Question and corroborate all information provided by the C.S. Don’t accept the C.S.’s information at face value.

17. Do not have the C.S. do what you cannot do legally.

18. Do not continue to use a C.S. that has proven unreliable. Submit a WSIN unreliable C.S. card and place a copy with the C.S.’s file.

19. Deactivate a Confidential Source by having the C.S. sign the SNOCAT deactivation form. If unable to locate the C.S., a certified copy of the deactivation letter will be sent by restricted delivery mail. Undeliverable or returned mail will be attached to the deactivated C.S. file.

27.07 Informant Payments and Records

1. Payment will be made in a manner and amount that is appropriate to the location, scope, nature of the investigation, value of recovered property or contraband, level of arrest, and past performance of the C.S.

2. C.S. payments in excess of $200.00 shall be pre-approved by the sergeant.

3. The C.S. will sign for each payment and the receipt will be witnessed by a second detective.

27.08 Informant File

As part of the task force management of informant’s procedure, the confidential source files will be closed and locked in the sergeant’s secure file.

These files constitute intelligence and investigative information and are not subject to public disclosure.

1. Informant files shall contain the following information:
   - C.S.’s full name. Aliases. DOB. Physical description. Distinguishing marks. SS#. Address. Phone: Vehicle information; Drug history. Criminal history. Associates and Photograph
   - Detective’s name who signed up the C.S.
- C.S. file number
- RMS, DOL, WACIC, NCIC, and WSIN record check
- Complete history of C.S.'s activity on back of file card

28.00  
**ELECTRONIC INTERCEPTION OF CONVERSATIONS**

All applications for electronic interception will be made in full compliance with, and as applicable to, RCW 9.73 et seq. Electronic Surveillance.

28.01  
**Officer Safety Wire** (Pursuant to RCW 9.73.210 and RCW 9.73.130)

1. May be used to monitor the conversation between a unit member or their agent and a suspected violator of the Uniform Controlled Substance Act (RCW 9.73.210) or other criminal activity (RCW 9.73.130).

2. When conducting a drug investigation specific facts must be present to illustrate the reasonable suspicion of concern for the safety of the U/C or agent (RCW 9.73.210). When conducting a criminal investigation not related to drugs even if there is concern for the safety of the U/C or agent probable cause must exist (RCW 9.73.130).

3. On review of those specific facts, the commander or lieutenant may authorize the monitoring of said conversation related to drug related crimes or for other crimes a judge.

4. When the investigation is concluded, in the absence of any physical violence or serious violent offense taken against the consenting party, all written, transcribed, or recorded information obtained via the wire intercept will be destroyed. If signed by a judge under probable cause during an investigation of other crimes the wire intercept doesn't have to be destroyed.

5. No judicial review is required for an officer safety wire.

28.02  
**Evidence Wire** (Pursuant to RCW 9.73.230 and RCW 9.73.130)

1. May be used to monitor the conversation between a unit member or their agent and a suspected violator of the Uniform Controlled Substance Act (9.73.210) or other criminal activity (9.73.130).

2. Specific facts must be present to illustrate the probable cause to believe that a discussion will take place concerning criminal activity.

3. Obtain unit prosecutor approval.

4. On review of those specific facts, the unit commander may authorize the monitoring of said conversation if a drug related crime or a judge if another type of crime.

5. Tapes of said conversations shall be impounded as evidence until the conclusion of that investigation and litigation.

6. Judicial review is required within 24 hours after evidence wire has been utilized.

28.03  
**Wire Authorization**

The unit commander, lieutenant, or any staff officer from the Snohomish County Sheriff’s Office or Washington State Patrol with the official rank of acting lieutenant or lieutenant or higher, may sign a wire authorization. This is only when investigation is related to drugs. Otherwise it must be signed by a judge.
29.00 SEIZURES

Typically, detectives seize items such as cash, vehicles, cellular phones, pagers, scales, computers, etc. The following guidelines apply whenever personal property is seized as part of a task force investigation.

29.01 Personal Property

1. All items seized must be itemized on a “Notice of Seizure and Intended Forfeiture” form and must be served within fifteen (15) days following the seizure.

2. This form is printed in both English and Spanish.

3. The preferred method of service is to serve the suspect at the scene or in the jail prior to his/her release.

4. An Affidavit of Service must be on file with the notice.

29.02 Vehicles

1. When a person is arrested from a conveyance, the conveyance must be seized, or process issued for its seizure, within ten (10) days from the arrest.

2. Seized and/or impounded vehicles must be thoroughly inventoried and recorded on a Vehicle Impound/Seizure Inventory Report form.

3. Remove all property from the vehicle and log it as evidence or property, and/or field release it to an appropriate receiver.

4. Any damage will be noted on the inventory report.

5. Vehicles should be moved to a secure storage facility as soon as possible.

29.03 Cash

1. Upon the discovery or seizure of currency, a second unit member will be summoned to witness the recovery and counting of the money.

2. At no time will the money leave the presence of the finding detective.

3. Once counted and verified, the money will be placed in an envelope, sealed, and initialed by both members.

4. The cash will be noted on the seizure form as US currency, i.e. “$2,456.93 U.S. currency”.

5. If foreign currency is seized, it shall be noted in the total amount and the country of origin.

6. The case report should state exactly where the money was found, by whom, who counted it, and who placed it into evidence.

7. The task force sergeant shall be notified upon the discovery and/or seizure of currency in excess of $2,500.00.
29.03.05
Large Cash Seizures

When large amounts of cash are discovered at search warrants or seizure operations, the following activities are to be used as a guide in collecting and processing. The following procedures have been developed from similar experiences to ensure accuracy, integrity and acceptable evidence collection procedures.

The sergeant shall determine if the quantity of the money, either by volume, or value warrants the use of this procedure. The sergeant shall also consider the safety of all parties when making the determination for using this procedure.

1. Money shall be photographed at the location where it was found. Particular attention to methods of packaging and secretion should be considered.
2. The sergeant shall notify the Task Force Commander or designee of the intent to vary from 40.03. The destination of the money will be decided during this conversation.
3. Money shall be handled with clean, disposable gloves and placed in either cash envelopes or other suitable clean container for transportation.
4. The transportation container shall be sealed by the locating officer(s) and witnessed by the sergeant or designee.
5. This container will be marked with all appropriate information to include the finder, location, item number, etc.
6. The finder, witness or sergeant will transport the money to the location for counting, and additional testing (ion scanning, ICVN processing, etc).
7. Temporary storage will be arranged by the Task Force Commander or designee.
8. The container shall be verified as un-tampered by the transporting detective prior to the seal being opened.
9. The transporting detective(s) shall open the container and present the money to Snohomish County Fiscal accounting technicians for counting and/or further analysis. Money shall not be separated to other rooms.
10. The counting/analysis shall be under constant witness by a non-participating detective.
11. Original containers, envelopes, bands, etc shall be retained in evidence.
12. Further movement of the money shall be orchestrated and directed by the sergeant or designee.
13. All actions and activities shall be documented by each participant. Video taping of unusually large amounts is encouraged.

29.04
Real Property

In keeping with the goal of disrupting and prosecuting criminal organizations, the task force will aggressively perform financial investigations to deprive those violators of the fruits of their illegal proceeds. Investigations involving criminal organizations will include financial investigations whenever possible and/or feasible. Any seizures of real property resulting from those investigations will be in full compliance with the procedures noted in RCW 69.50.505.
30.00 \hspace{1cm} \textbf{INVESTIGATIVE FUND}

Investigative funds are available for use by task force detectives to aid in investigations. Proper use and accountability of these funds is of the utmost importance, and misuse of funds will not be tolerated.

The following provides general guidelines for the authorized use of investigative funds. These guidelines are not meant to be inclusive as situations may arise that will require a Commander/Supervisor determination if an expenditure is reasonable.

1. The Operations Sergeant will draw funds as needed from the task force buy fund.

2. The Operations Sergeant will maintain the revolving investigative fund in his/her office safe.

3. A ledger will be maintained by the Operations Sergeant to account for the use and reimbursement of this fund.

4. The Operations Sergeant will audit the investigative fund at the end of each month and submit them to the unit Commander for auditing and approval.

30.01 \hspace{1cm} \textbf{Obtaining Funds and Reimbursement}

1. Unit members will be issued a minimum of $500.00 from the investigative fund by the sergeant.

2. Each unit member will be responsible for the issued money. The unit members will at all times have available the issued amount of cash and/or combination of cash and receipts.

3. Unit members should try to maintain a cash balance of $500.00 at all times. The sergeant will issue funds as requested to maintain that balance.

4. Each unit member will maintain a ledger and keep a separate record reflecting the monthly beginning balance, amounts of money issued during the month, expenditures during the month, and the monthly ending balance.

5. In addition to the ledger, unit members will fill out a receipt for each expenditure indicating: Reason for the expenditure. Date, case number and C.S. number if applicable. Category in which the expenditure was made. Signed by the C.S. if applicable. Signed and dated by the unit member and signed by a second unit member that was present if applicable.

6. Unit members will submit the original monthly ledger and receipts to the sergeant on the first work day of the new month.
30.02
**Authorized Use of Investigative Funds**

1. Payment to CS's for specific information and expenses for case development.

2. Purchase of contraband, stolen property, firearms, or other items necessary to document crimes and identify participants for prosecution, or establish informant reliability.

3. Payments in excess of $200.00 must be pre-approved by the sergeant.

4. Reliability buys in excess of $100.00 must be pre-approved by the sergeant.

5. Buy/Walks in excess of $200.00 must be pre-approved by the sergeant.

6. Sergeant approval is required prior to a third buy/walk on any one suspect, in addition to the following information:
   - Name, address (actual living location), and vehicle information
   - Full criminal history check
   - A third buy/walk must further the investigation beyond a third delivery charge

7. Deliveries to CS’s are discouraged unless the C.S. is willing to provide a written statement and testify, or, the buy leads to a search warrant.

8. In no case will a C.S. take delivery more than two times on any one case without prior supervisor approval.

9. The sergeant may approve expenditures up to $1000.00; however, expenditures exceeding that amount must have the approval of the unit commander.

30.03
**Non-authorized Use of Funds**

1. Non-authorized uses of funds are prohibited and may result in disciplinary action.

2. Under no circumstances are investigative funds to be used for any personal expenses, with the exception of meals, and then only if it is associated with the furtherance of a specific investigation.

3. Investigative funds are not to be used to purchase items that could normally be purchased through the normal purchasing process.

30.04
**Monthly Audits**

1. The task force sergeant shall conduct monthly random audits of detectives to verify that the appropriate receipts and cash on hand are balanced. Audit information (date/amount) will be recorded on the detective’s monthly expense report.
31.00 **TASER**

All detectives assigned to the SNOCAT who are authorized by their home agency to carry and deploy a Taser will adhere to their home agencies Taser policy.

31.01 **Pre-Application Procedures**

The Taser will only be carried in a holster approved by the detective’s home agency in a manner authorized by their home agency.

Prior to operations that a Taser may be used detectives carrying a Taser will ensure that it is fully charged and that the safety is on, in preparation for immediate use when authorized.

- Detectives will perform one spark test, to ensure the Taser is functioning properly.
- Detectives shall remove the cartridge from the Taser to check battery strength or when changing batteries.

Detectives will carry a minimum of one spare cartridge as a back-up in case of cartridge failure, the need for re-deployment, or in case the first cartridge’s leads break during engagement.

Only battery power sources approved by the detective’s home agency shall be used with the Taser.

31.02 **Application Procedures**

Avoid aiming the Taser at the eyes, face, neck or groin of the subject. Such areas could result in a higher level of injury risk.

Do not fire the Taser near flammable liquids or fumes. The Taser can ignite gasoline or other flammables.

Do not deploy the Taser in meth labs or other hazardous environments.

Do not deploy the Taser if the subject is in danger of falling from an elevation, or into a body of water or other hazardous environment.

Avoid deploying the Taser on an obviously pregnant female.

Avoid deploying the Taser on children under the age of 13, elderly individuals, individuals known to have pacemakers or similar cardiac devices or obviously disabled individuals.

To prevent reactionary fire from other detectives, Taser users will make an effort to announce prior to deployment, “Taser deployment”.

The Taser is not intended to replace firearms.

Taser will not be deployed in a punitive or coercive manner.

Taser generally will not be deployed on a handcuffed or secured prisoner unless the prisoner demonstrates overtly assaultive behavior that cannot be dealt with in another less intrusive manner.

The application of the Taser must conform to the home agency policy.
31.03  
**Post-Application Procedures**

Fire department personnel will be called to the scene for a medical evaluation of the subject following every deployment. After examining the subject, medics will make the determination if the person is to be transported to the hospital. If they determine this is necessary, medics will transport or will cause the subject to be transported to the hospital. Detectives will not transport to the hospital. Detectives will note for medical staff, whether or not the subject fell from a standing position, taking into consideration head and other secondary injuries from the fall.

Generally, detectives may remove probes from the subject. In the event of the following exposures by individuals to the taser, fire personnel will transport, or cause to be transported, those individuals to a medical facility for treatment:

- Subjects who are struck in a sensitive area i.e.: face, head, female breast, and genitals. Detectives will not remove these probes. Only medical personnel may remove from these areas
- Subjects who do not appear to be fully recovered within ten (10) minutes of a deployment
- Subjects displaying unusual bleeding
- Any subject requesting medical attention

Task force sergeant will respond to the scene of every taser deployment. Sergeant will ensure that photographs are taken of the probe impact sites and other related injuries.

Detectives transporting subjects to the jail, after treatment, will promptly notify the jail staff of the taser application.

Probes removed will be inspected by detectives to ensure that the barb has not broken off and remained embedded. In the event that this occurs, the subject will be provided appropriate medical aid to facilitate removal of the object.

Detectives will treat deployed probes as biohazards and use proper precautions in handling and evidence collection. Probes will be maintained as evidence and will be impounded accordingly.

Detectives will collect and impound the aphids’ tags. The tags are tiny confetti like ID tags that are expelled when the taser cartridge is deployed. The aphid’s tags carry a serial number of the cartridge deployed allowing investigators to identify which detective deployed the cartridge.

31.04  
**Use of Force Reporting**

Taser applications are considered a use of force. As such detectives will follow their home agencies policies and procedures of reporting the use of force. Detectives will notify the Task Force Sergeant.

32.00  
**INTERNALS**

SNOCAT recognizes the critical importance and absolute necessity of a relationship of trust and confidence between members of our organization and the community that we serve. In order to preserve that relationship is crucial that public and employee confidence be maintained through the ability and willingness of SNOCAT to investigate and adjudicate allegations of misconduct made against its employees in a fair, consistent and timely manner. In order to accomplish this, there must be a competent system of review that is responsive to both internal and external sources
of concerns, i.e., concerns from other agencies, from SNOCAT supervisors, from SNOCAT employees and from private citizens.

It shall be the policy of SNOCAT to establish and maintain the highest possible standards of conduct and performance, and to establish and maintain a fair, consistent and timely system of disciplinary management to protect and ensure integrity of the organization and its employees.

32.01 Complaints Against Officer or Agency

It is the policy of SNOCAT to accept and investigate all complaints of officer misconduct or wrongdoing from any citizen or employee. Only SNOCAT supervisors may accept and refer complaints. The SNOCAT commander is to be responsible for the centralized control of the recording and investigation of complaints involving SNOCAT personnel or procedures. The commander will be responsible for notifying the detective’s home agency about the complaint and facilitating who will investigate the complaint and determine an appropriate finding.

32.02 Harassment of Complaints

No employee shall harass, verbally abuse, retaliate against or threaten any person who files a complaint against that employee or any other employee.

32.03 Disciplinary Responsibility of Task Force Sergeant and Commander

The Task Force sergeant may counsel task force members and issue a coaching and counseling document. Coaching and counseling is defined as “a documented, non-disciplinary course of action or training recommended to an employee by any supervisor in that employee’s chain of command in direct response to a finding or improper conduct contained in a complaint.” All discipline will be the responsibility of the home agency with the exception of removal from the Task Force.

32.04 Involuntary Relief from Duty

The SNOCAT commander or sergeant may immediately relieve a subordinate from duty when failure to do so could undermine the public’s trust or expose the Sheriff’s Office, home agency or SNOCAT to civil liability.

The SNOCAT commander or sergeant, upon relieving a subordinate from duty, may also cause that subordinate to surrender any property of SNOCAT that was issued to that subordinate.

The commander must immediately notify the home agency of the circumstances surrounding the relief from duty. Written documentation will be provided.
Responding to School Violence (178_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

RESPONDING TO SCHOOL VIOLENCE
RESPONDING TO SCHOOL VIOLENCE

1. PURPOSE

Episodes of random deadly violence in schools are a threat to all communities. This is a matter of intense and growing public concern. In order to deter violence directed at students and school personnel, the following protocol is established.

2. POLICY

1. It is the policy of the Snohomish County Sheriff’s Office to regard any threat of school violence with the utmost seriousness.

2. Any threat of death, serious physical injury, or use of a weapon directed at school district personnel or students will be thoroughly investigated and documented in an incident report. The on duty supervisor will be notified immediately. Shift supervisors will be responsible for notifying their precinct chain of command in a timely manner.

3. Snohomish County Sheriff’s Office deputies will contact all relevant complainants, witnesses, school officials, or appropriate Resource Officer to obtain specific information about the threat, and to assist in determining the threat level.

4. Many children involved in school violence previously exhibited bizarre behavior at home. For that reason Snohomish County Sheriff’s Office deputies will contact the parents and interview them to aid in making a threat assessment.

5. Snohomish County Sheriff’s Office deputies will review all applicable official records about the suspect. All permissible information will be shared with school district officials in attempting to make a joint decision regarding the threat assessment.

6. This protocol is to be followed regardless of the age of the offender, or chargeable nature of the offense.

7. Official action including protective custody, arrest and incarceration, criminal referral, mental health evaluation, or method of tactical response may or will be taken based on the totality of the information and threat assessment.

8. Designated Sheriff’s Office command staff will meet on an ongoing basis with Snohomish County School District officials to refine and improve this procedure.
Identification Badge Policy (518_1).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

IDENTIFICATION BADGE POLICY
IDENTIFICATION BADGE POLICY

1. PURPOSE

To improve security within the secure locations of Sheriff’s Office facilities and to assist in the identification of visitors to the Sheriff’s Office, the following ID badge procedure is implemented.

2. RATIONALE

Currently, visitors to the secure locations of the Sheriff’s Office and Contract City Police Stations are granted entry through a security door following a statement of approved business. Once inside visitors are not readily supervised and are often free to wander into unauthorized and unwarranted areas. As a result, visitors may become privileged to confidential conversations or documents, the overall security in this office is reduced, and persons with or without business in this office are free to meander due to the anonymity granted them.

Office staff members are often uninformed as to the identity and business of visitors. At present, staff members are often unable to identify what business visitors are conducting or if, in fact, they belong in the secure area. This confusion presents a quandary of sorts to staff members as to whether the “unknown” person is authorized to be in a secure area of the facility. As a result, visitors may be unchallenged as to the legitimacy of their presence.

In an emergency situation, which may require building evacuation, it is currently impossible to determine who and/or how many visitors are in the office at the time of the emergency. This creates problems in accounting for the whereabouts and safety of our visitors and possible vicarious liability on our part.

The current security of the secure areas of the Sheriff’s Office is suspect due to the pre-described shortcomings. An ID badge system will serve to address the identity and security needs. Further, the ID badge system will allow Office employees to better identify and assist visitors to this office.

3. METHODOLOGY

All visitors seeking entry into secure area(s) of the Sheriff’s Office will sign in on a log sheet. Time permitting, general visitors may be run for possible outstanding warrants by the receptionist with the exception of law enforcement, County employees, and CPL applicants. If an outstanding warrant is located for the visitor, an available Deputy will be notified for
resolution of the matter. Following the security screening, visitors will be issued ID Badges held at the reception area. No person will be allowed access to a secure area absent the security badge.

All security badges will be affixed to the visitor’s person in a conspicuous area. The badge will be fastened prior to the visitor’s entry beyond the security door. The visitor will wear the ID Badge at all times while in secure areas. It will be the responsibility of Sheriff’s Office employees to challenge all visitors found in the secure area who do not display an ID Badge. All persons in need of an ID Badge shall be escorted to the reception area.

The reception attendant will be responsible for issuing all badges to visitors.

The employee hosting the visitor will be responsible for escorting all guests seeking entrance to any secure area. Following the possible warrant check and issuance of the ID badge, the receptionist will contact the visitor’s indicated host and request that they meet their party in the lobby area.

The daily visitors log shall be kept for a period of 36 months. Following the mandated retention period the records shall be destroyed.

4. EXCEPTIONS

Delivery persons in uniform, other uniformed, law enforcement agency personnel, plainclothes law enforcement personnel displaying a visible badge, and other Snohomish County personnel will be exempt from any of the provisions of this policy.

All Sheriff’s Office personnel are exempt from the ID Badge requirement. Outside agency law enforcement officers, in uniform or displaying a commissioned officer’s badge, shall not be required to wear an ID badge while conducting business in the secure area(s) of the Courthouse location. All persons in-custody, brought to the Courthouse location of the Sheriff’s Office, shall also be exempt from the ID Badge requirement, but shall not be left unattended.

5. SECURE AREA(S)

The “Secure Area(s)” of the Courthouse location of the Sheriff’s Office shall be defined as any area outside of the reception lobby, Kinard Room, IRR report room and hallway, which extends from the secure, reception door, to the Records/Civil counter. All other areas in the Courthouse location will be considered “secure” for the purposes of this policy.
The “Secure Area(s)” of the Precinct and Contract City Police Department locations shall be defined as any area of the precinct/station not readily accessible to the general public. Examples of areas accessible to the general public include the public side of the reception lobbies, or the training/public meeting room at the North Precinct when it is unlocked to the outside.

Sheriff’s office employees entering the secure area of the Snohomish County Court House Fourth Floor or other secure areas after hours will make their presence known to other staff members upon entering the work area. Sheriff’s office employees leaving an occupied secure area after hours will inform other staff members of their departure. After hours is defined as after 7:00 PM and before 6:00 AM on weekdays or anytime on the weekends and holidays.

6. ID BADGES

It shall be the responsibility of the reception attendant to issue ID Badges to visitors. All ID Badges shall list display visitor’s name and the date of issuance.

7. CHALLENGING VISITORS WITHOUT ID BADGES:

It shall be the responsibility of all Sheriff’s Office employees to challenge visitors in secure areas without properly displayed ID badges. Office employees are encouraged to ask unadorned citizens, “May I help you?” when noticing the absence of the ID badge. If the visitor has somehow managed to gain access to a secure area and is in need of an ID badge, he/she shall be escorted to the reception area for such badge.
Vice and Organized Crime (171_0).pdf
1. Incoming complaints involving vice or organized crime activities shall be documented by the employee receiving the complaint. Employees shall be aware that complaints involving vice or organized crime activities often involve highly sensitive material or information. All such preliminary information gathered in the process of taking a complaint shall be included in an incident report and forwarded to the Bureau Chief of Operations.

2. The Bureau Chief of Operations shall assign such complaints to the appropriate unit for investigation based on the nature of the specific complaint. Generally, the South Precinct will be responsible for vice investigations and the Regional Narcotics Task Force for organized crime investigations.

3. Vice investigations will generally be the responsibility of the Commander, South Precinct. Specifically,
   a. Any complaints and/or investigations concerning vice, which may take more than a day and have need for additional personnel or resources, shall be written on an incident report and forwarded to the Chief of Operations to be assigned as necessary.
   b. Patrol deputies shall try to make random regulatory checks of massage parlors, dance clubs, and adult businesses. Snohomish County Code 6.07, 6.25, 6.28, and 6.30 detail licensing requirements and prohibited activities to look for. Deputies shall acquaint themselves with the County Code before enforcing laws dealing with vice crimes.
   c. Patrol deputies wanting to work in an undercover capacity shall coordinate with their patrol sergeant for allocation of resources and funds.

4. Organized crime investigations shall generally be the responsibility of the Sergeant assigned to the Snohomish Regional Narcotics Task Force (SRNTF). These investigations will be conducted with the knowledge that persons involved in organized crime are frequently successful in gaining support from members of the criminal justice system. Great care must be exercised to ensure these investigations are not compromised. Work product (written reports, search warrants, etc.) of organized crime investigations shall be reviewed by a minimum of two supervisors.

5. Records of active vice and organized crime investigations shall be maintained separate from the central criminal records unit.
6. Records of vice investigations shall be maintained by the South Precinct commander. These shall include files on specific investigations, and any files on persons known to be active in vice related activities. Such files should contain, but not be limited to, the full name, date of birth, physicals, and address of the individual, place of employment, known AKA’s and any identifying marks, scars, or tattoos. County Ordinance requires all erotic dancers to be licensed. When possible, a copy of the erotic dance license, along with a current photo (whether for licenses or booking), should be maintained in the file. The vice file shall be maintained separate from any other files, and shall remain closed and secure when not being used. The vice files constitute investigator information and are not subject to public disclosures.

7. Records of organized crime investigations shall be maintained by the Sergeant at SRNTF. These files shall be kept in a secured file or locked office when not being used. Organized crime files constitute investigator information and are not subject to public disclosure. This policy does not prevent maintaining of files in other areas of the Office for related or secondary cases (i.e., Narcotics, Vice, Homicide, Assault, etc.) which may be related to the organized crime investigation.

8. Any confidential files kept on vice and/or organized crime informants should include the following:
   a. Biographical and background information;
   b. Criminal history records, if any;
   c. Payments made to informants;
   d. Information received from informants;
   e. The nature of the informant’s operational involvement within the agency;
   f. Code name or number of the informant; and
   g. The file security classification.
Social Media (162_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

COMMUNITY TRANSIT UNIT
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COMMUNITY TRANSIT UNIT

1. MISSION, VISION, VALUES OF THE COMMUNITY TRANSIT UNIT

1.1. COMMUNITY TRANSIT UNIT MISSION

The primary mission of the Snohomish County Sheriff's Office Community Transit Unit is to keep the peace, reduce crime and improve the quality of life through community partnerships in support of the Office-wide strategic plan.

1.2. COMMUNITY TRANSIT UNIT VISION

The vision of the Snohomish County Sheriff's Office Community Transit Unit is:

To be the exclusive transit police force in Snohomish County, by providing superior quality service for transportation.

1.3. COMMUNITY TRANSIT UNIT VALUES

The Community Transit Unit is comprised of people who share a goal to provide progressive and professional service. These values are a part of the Snohomish County Sheriff’s Office and give us direction to achieve our mission.

We Value:

1. Dignity:
   Treating others with respect and conducting ourselves in a manner which inspires respect.

2. Commitment:
   Be dedicated to the development and support of the highest standard of professional conduct.

3. Integrity:
   Have an uncompromising approach to the highest ethical standards.

4. Pride:
   Work hard to do the job right.

5. Service:
   Providing service to Community Transit, their employees and the citizens they serve.

6. Enforcement:
Be proactive for enforcement in support of Community Transit and Snohomish County.

7. Innovation:
Utilize technology, creative thinking and planning, thorough procedures and information systems.

2. ORGANIZATION AND RESPONSIBILITIES

The Community Transit Unit is a uniformed position assigned to the Support Services Bureau, Special Operations Division. Circumstances may require plain-clothes details.

1. The Commander of the Special Operations Division shall be responsible for the administration, logistical support, administration and operations of the Unit. The Special Operations Division Commander shall function as the Sheriff’s Office primary command liaison with Community Transit’s management.

2. The Special Operations Assistant Division Commander shall assist the Division Commander with the management of the Unit and liaison requirements with Community Transit management. The Assistant Division Commander will directly supervise the Unit Sergeant.

3. The Community Transit Unit Sergeant is responsible to provide first level supervision to personnel assigned to the unit and shall report to the Special Operations Assistant division Commander. The Unit sergeant’s responsibilities shall include, but not be limited to, the following:
   a. Reports to Community Transit’s Risk Manager
   b. Responds to all major incident scenes.
   c. Ensures adequate staffing to meet contractual compliance.
   d. Ensures the Community Transit and SCSO chain of command is notified regarding all major incidents or minor incidents that may generate news coverage or citizen complaints.
   e. Ensures the SCSO Public Affairs Officer is notified, when appropriate.
   f. Reviews and approves reports and cases submitted by Community Transit deputies.
   g. Acts as Liaison for Community Transit, SCSO and other agencies.
   h. Assigns follow-up investigations.
   i. Ensures all equipment needs are met.
   j. Compile and maintain unit and individual statistics.
   k. Ensures proper training is maintained.
   l. Prepares evaluations on the performance of subordinates.
   m. Coordinates with Community Transit Risk Manager to develop incident reports and tends.
   n. Performs other duties as assigned.
4. The Community Transit Unit Master Patrol Deputy shall assist the Unit Sergeant in the daily operations and first line supervision of the Unit as required and in a manner directed by the Policy and Procedures Manual sections pertaining to the responsibilities and duties of MPDs, and the current labor agreement related to MPDs.
   a. The MPD will replace the Unit Sergeant as the Unit Supervisor in the absence of the Sergeant as per Office Policy pertaining to MPDs in that role, and the current labor agreement.
   b. The MPD will perform the duties expected of a Deputy Sheriff assigned to the Unit when not engaged in supervisory duties/responsibilities.

5. Deputy Sheriff’s assigned to the Community Transit Unit will perform the duties and assignments required of the position under the direct supervision of the Unit Sergeant and/or MPD as appropriate

6. The Unit Law Enforcement Technician is responsible for providing administrative assistance and data entry support (within that job class) and will report directly to the Unit Sergeant

3. RESPONSIBILITIES

1. The Community Transit Unit’s responsibility is to provide a safe and secure environment for all Community Transit employees and patrons. Enforcement efforts should be performed in cooperation with the Snohomish County Sheriff’s Office Strategic Plan.

2. The Community Transit Unit will respond to all radio calls for service on Community Transit facilities and bus routes, as well as emergency requests for assistance to any agency.

3. Community Transit Unit Deputies shall not investigate any accidents involving any Community Transit vehicles, operated by a Community Transit employee. Community Transit vehicle accidents will be investigated by a qualified Community Transit Operations Supervisor, and may be investigated by the local policing agency in which the accident occurred. Community Transit Unit Deputies will provide appropriate traffic control at the accident scenes.

4. Community Transit Unit Deputies shall respond to all verified “S.A.T.” silent coach alarms in the same manner as “Panic” or “Hold up” alarms.
4. **COMMUNITY TRANSIT UNIT DUTIES**

4.1. **UNIFORMED PATROL**

The uniformed patrol members of this unit wear the SCSO uniform of the day, drive marked or unmarked patrol vehicles, and are assigned individual radio call numbers. Temporary mission specific variations in work schedule, assignment or appearance may be approved by the Unit Sergeant... All Community Transit activity, both dispatched and 'On-View' shall be captured via SNOPAC and reports shall be documented. The uniformed patrol detail’s responsibilities include, but are not limited to the following:

1. Proactive patrol of Community Transit facilities, (Park and Rides, Operating Bases, Transit Centers, etc.);

2. Coach escorts / rides particularly in problem areas;

3. Rapid response to radio calls for service, and;

4. Special assignments as directed.

4.2. **UNIFORMED COACH ESCORT**

A Coach Escort consists of following a bus along a route to both prevent problems from occurring, and address any situations that may arise. Escorts can be performed with one or two deputies.

The standard procedure for deputies to adhere to when escorting coaches are as follows:

1. Select a coach, preferably on a route/run that has experienced problems with passengers in the past or designated by the Sergeant.

2. Notify the SNOPAC and Community Transit Communications Centers of the escort, give the route and coach number, start location and anticipated end location.

3. Ensure that the operator knows how to signal the deputy/officer if a situation arises.

4. Follow the coach's route, either in front of or directly behind the bus. Look for problems on the coach as well as at the stops.

5. When ending the escort, notify the operator then contact the SNOPAC and Community Transit Communications Centers and give the ending location as well as the clearance code.
4.3. PLAIN-CLOTHES COACH ESCORT

A Coach escort, by plain-clothes deputies is a special detail designed to identify improper or illegal behavior covertly.

The standard procedure for deputies to adhere to when escorting coaches are as follows:

1. Coach escorts can be done with one or two deputies. If done by two the Deputies will board the coach and sit in different areas.

2. A deputy will follow the coach in a marked or unmarked vehicle or at such a distance to not alert passengers of their presence.

3. Deputies, on most occasions, will not announce their presence to the operator until they de-board when the escort is completed.

4. If enforcement action is taken, the subject will be secured and removed from the coach as soon as possible to prevent delays.

5. Deputies will clearly identify themselves to Community Transit drivers, supervisors and passengers when enforcement action is taken.

4.4. PLATFORM DETAIL / COACH CHECKS

A Coach Check is normally performed by a deputy on a fixed post or location where a large number of buses stop. Example is Lynnwood Park & Ride, McCollum Park & Ride, and Mariner Park & Ride. The goal of a platform detail / coach check is to provide a visible deterrent. The procedure to follow is:

1. Pick a location where the patrol car and deputy will be very visible to intending and boarded passengers.

2. Notify the SNOPAC and Community Transit Communications Center of the location.

3. As coaches pull up to collect or discharge passengers, board the coach and contact the operator to determine if any problems exist that need to be addressed.

4. Address any problems on the coaches or in the shelter during the checks and record the route/run number of the coaches checked.

5. When completed, notify SNOPAC and Community Transit Communications using appropriate clearing code.
4.5. BICYCLE PATROL
Bicycle Patrol is a special detail used to address and supplement Platform / Coach Check details or other special needs. All deputies assigned to the bicycle patrol assignment shall be trained and qualified for bicycle patrol prior to deployment.

4.6. FOLLOW – UP INVESTIGATIONS
Community Transit Unit deputies will perform basic misdemeanor follow-up investigations as appropriate for patrol personnel. For cases that require investigations Division level follow-up work Community Transit personnel will follow the same policies and procedures as Sheriff’s Office Patrol Division personnel. Precinct detective-level investigations will be forwarded to the Precinct Investigations Unit which the activity occurred.

The Unit supervisor may elect to temporarily assign Unit personnel to complete investigations on a case by case basis as appropriate.

4.7. EVIDENCE
All evidence will be handled in compliance with the WSP Evidence handbook and SCSO policy. Evidence shall promptly be packaged and booked at one of the SCSO precincts or the evidence control room.

5. JURISDICTIONAL ISSUES

Should jurisdictional conflicts with a law enforcement agency arise, they shall be handled in the following manner:

1. A complaint or crime occurring on a Community Transit facility or bus within an incorporated city will be dispatched to the duty Community Transit Unit. A city jurisdiction requesting to retain responsibility for the complaint or crime shall be allowed to retain responsibility. Unit personnel will conduct an appropriate concurrent investigation and fully document the incident as required. The Unit LET or the Community Transit Unit supervisor must be made aware of the complaint or crime for statistical purposes.

2. A complaint or crime occurring on a Community Transit facility or bus and within unincorporated Snohomish County will be dispatched to the duty Community Transit Unit. The Community Transit Unit has primary patrol-level responsibility for all law enforcement related activities relating to Community Transit issues and/or property in unincorporated Snohomish County and cities under contract to the Sheriff’s Office that would normally be handled by the Sheriff’s Office.

3. Community Transit Units may be required to travel outside Snohomish County on Community Transit business. Community Transit Units taking enforcement action outside Snohomish County shall call for assistance from a local Transit Police Unit or other local agency. The Community
Transit Unit supervisor shall be notified as soon as practical, and will respond to assist with jurisdictional issues in accordance with the Intergovernmental Agreement between Washington State Sheriffs.

6. ASSIGNMENT TO THE COMMUNITY TRANSIT UNIT

6.1. UNIT SERGEANT ASSIGNMENT

The selection of personnel for the position of Community Transit Unit Sergeant will follow the current guidelines required in the Sheriff’s Office Policy and Procedures Manual for Specialty Unit selection and as outlined in the current labor agreement with the Deputy Sheriff’s Association as appropriate for the rank of Sergeant.

Community Transit Management will be represented in the selection process as required under the current services contract with Community Transit.

6.2. UNIT MASTER PATROL DEPUTY ASSIGNMENT

The selection of personnel for the position of Community Transit Unit Master Patrol Deputy will follow the current guidelines required in the Sheriff’s Office Policy and Procedures Manual for Specialty Unit selection and as outlined in the current labor agreement with the Deputy Sheriff’s Association as appropriate for Master Patrol Deputy.

Community Transit Management will be represented in the selection process as required under the current services contract with Community Transit.

6.3. UNIT DEPUTY ASSIGNMENT

The selection of personnel for the position of Community Transit Unit Deputy will follow the current guidelines required in the Sheriff’s Office Policy and Procedures Manual for Specialty Unit selection and as outlined in the current labor agreement with the Deputy Sheriff’s Association as appropriate for the rank of Deputy Sheriff.

Community Transit Management will be represented in the selection process as required under the current services contract with Community Transit.

6.4. UNIT LAW ENFORCEMENT TECHNICIAN

The selection of personnel for the position of Community Transit Law Enforcement Technician will follow the current guidelines required in the Sheriff’s Office Policy and Procedures Manual and as outlined in the current labor agreement covering Sheriff’s Office Law Enforcement Technicians.

Community Transit Management will be represented in the selection process as required under the current services contract with Community Transit.
7. **REPORTING AND STATISTICAL DATA**

The Unit supervisor will provide a weekly statistical Crime Fighting Plan report to the Special Operations Commander and Community Transit’s Risk Manager. The Unit Supervisor shall also submit a monthly synopsis.

The Community Transit Unit LET will be responsible for compiling statistical data based on Unit daily activities, and entering the data needed for the unit supervisor’s report.

8. **COMMUNITY TRANSIT UNIT TRAINING**

8.1. **INITIAL TRAINING**

Community Transit Unit members will attend an introductory Community Transit designed training course to familiarize personnel to Community Transit’s operational and information systems, policies and procedures, expectations and other issues related Community Transit.

8.2. **ADDITIONAL TRAINING**

Unit personnel will acquire annual training consistent with their job assignment, in the form of roll call training or other continuing law enforcement education.

9. **RADIO COMMUNICATIONS**

9.1. **PRIMARY SNOPAC FREQUENCY**

1. Personnel will utilize the Sheriff’s Office frequency appropriate to the area in which they are working.
   
   a. All rules, regulations policies and procedures regulating Sheriff’s Office personnel’s utilization of MDTs and radio communications shall apply.
   
   b. Community Transit Patrol Units will be responsible for signing into service, monitoring and responding to SNOPAC radio calls for service on the primary frequency of the SCSO jurisdiction in which they are working.
   
   c. Community Transit Units self-initiating activity will use the primary SNOPAC radio frequency of the SCSO jurisdiction in which they are working.

2. Under emergency or rapidly unfolding situations the Sheriff’s office frequency most appropriate the area or nature of the incident will be used.
a. Situations may arise where the Unit Supervisor or involved deputy will require that the Community Transit frequency will be the primary incident frequency. When such occurs personnel will notify SNOPAC of the situation/incident as soon as practical and supply full and appropriate details as required for an incident.

9.2. COMMUNITY TRANSIT FREQUENCY

1. Community Transit Patrol Units will be responsible for signing into service, monitoring and responding to Community Transit radio calls for service on Community Transit Channel 1.

2. Proper Community Transit radio procedures will be used at all times, while on Community Transit frequencies.

9.3. RADIO CALL SIGNS

The following radio call signs will be used for the Community Transit Unit:

Tran01 Community Transit Supervisor
Tran02 Community Transit MPD
Tran10 to Tran99 Community Transit Deputies

Note: Sign on for Mobile Data Computers will be “TRAN--.” The unit number, e.g. 10, 12, will be placed into the two data space blanks following the word “TRAN”

9.4. CLEARANCE CODES

The following additional clearance codes are related to Community Transit Unit operations and will be appropriately used when clearing a call:

I – Self initiated complaint.

T – Transit related incident

Example – 10-8 A, I, T “cleared the incident on scene with no report, self-initiated, Community Transit related.”
Traffic Collision Investigation (219_0).pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

TRAFFIC COLLISION INVESTIGATION
TRAFFIC COLLISION INVESTIGATION

The Snohomish County Sheriff’s Office is responsible for investigating traffic collisions occurring on roadways within unincorporated Snohomish County and in contract cities. As such, our personnel will complete the necessary investigations, when appropriate.

1. REPORTING

1. A Traffic Collision Report form shall be completed for every collision involving either of the following:
   a. Injury to any person.
   b. On public roadways, damage to the property of any one person to an apparent extent in excess of the reporting threshold established by the chief of the Washington State Patrol.

2. Reportable collisions are not limited to those occurring on public roadways.

3. Deputies will not routinely investigate non-injury traffic collisions occurring on private property, Department of Natural Resources or Forest Service roadways unless criminal activity (e.g., DUI, reckless driving, hit-and-run) is reported. Supervisors may direct an investigation to be completed for a property damage only collision if unusual circumstances exist.

4. Traffic Collision Reports shall be typewritten or printed in black ink.

5. Supervisors shall review reports for clarity and completeness. Insufficient reports will be returned to the initiating deputy for completion. Reports shall be submitted promptly.

6. It shall be the responsibility of the on-duty supervisor to determine the level of accident investigation that will occur during inclement weather, such as icy, snowy or other extreme weather conditions. Generally, deputies will only respond to blocking or reported injury accidents under such conditions.

7. The Sheriff’s Office duty to respond to reported collisions is not affected by staffing or activity level, except as described above.

2. COLLISION SCENE ROAD CLOSURES

1. Partial or complete road closures may be necessary in some cases, however, the Sheriff’s Office is charged with promoting the safe, expeditious flow of traffic. Opening the roadway is a factor to consider to minimize the risk of additional collisions and/or injuries. The duration of road closures shall be as short as possible, but as long as needed to conduct a proper investigation.

2. If a felony is believed to be involved or the investigation will be complex or involves serious injuries, Collision Investigation Unit (CIU) deputies shall be utilized. To facilitate clearing the roadway as soon as possible, the first deputy at
the scene shall begin the investigative process (e.g., securing the scene, protecting evidence, locating witnesses, etc.) and shall not wait for the arrival of the CIU.

3. The initial deputy on the scene shall coordinate with other deputies arriving on the scene to avoid duplication of effort.

3. USE OF THE COLLISION INVESTIGATION UNIT

1. The Collision Investigation Unit has primary responsibility to investigate traffic collisions occurring on non-state highways in the unincorporated areas of the County, and Sheriff’s Office contract cities. CIU has the responsibility to investigate collisions resulting in major injury (injuries that result in death or require hospitalization), felonious collisions, significant collisions involving Snohomish County vehicles and any collision likely to create substantial liability for the county. The CIU is also responsible to investigate the hit-and-run collisions occurring within unincorporated Snohomish County where follow up outside Snohomish County will be required.

2. When a qualifying collision or other incident requiring the use of CIU personnel or equipment occurs and no CIU deputy is on duty or available, the patrol supervisor will notify the CIU sergeant via dispatch. The CIU sergeant will evaluate the call-out request and will determine the number of CIU deputies needed to respond. In the absence of the CIU sergeant, the Special Operations Commander shall be contacted.

3. In the event of a fatality or likelihood of a probable fatality, the patrol supervisor shall be responsible for promptly requesting the Washington State Patrol to assume responsibility for the collision.

4. The CIU will be responsible for activities occurring within the collision scene perimeter.

5. Patrol personnel will assume full responsibility for activity occurring outside the collision scene perimeter including, but not limited to, scene security and traffic control.

6. At collisions requiring patrol support, the patrol supervisor will confer with the CIU sergeant to determine what assistance is needed. To the greatest degree possible, patrol supervisors will provide the support activities requested by the CIU sergeant.

7. Deputies assisting the CIU at collision scenes shall complete supplemental reports documenting their activity at the collision scene. The original report shall be forwarded to the Records Unit and a copy forwarded to the CIU.

8. Whenever possible, off-site investigative tasks related to a collision, such as taking statements or evidence from persons who were transported to hospitals, shall be performed by CIU deputies.
4. ENFORCEMENT

1. If investigation/evidence determines that a driver’s action or negligence caused a traffic collision, excluding collisions where felony charges are possible, deputies should issue a Notice of Infraction or Notice of Criminal Citation (NOI/NOCC) for the appropriate violation. This will be completed at the scene of the collision, unless the driver is to be transported for medical attention.

2. If the driver is to be transported for medical attention, the deputy will attempt to advise the driver that the NOI/NOCC will be mailed.

3. If the NOI/NOCC is not issued at the scene or is issued after a complete investigation, the word “investigation” shall be entered in place of the violator’s signature. The NOI/NOCC shall then be forwarded to the appropriate court.

4. In collisions where felony charges are possible, an NOI/NOCC shall not be issued. Charges for such collisions shall be filed through the prosecutor’s office.

5. Drivers on whom felony charges may be filed shall not be booked for misdemeanor charges.

6. Deputies investigating collisions shall be responsible for removal of vehicles left at the scene. This may be accomplished by impound, where appropriate, or by tagging the vehicle with an impound notice at the time of the investigation.

7. Patrol personnel will be responsible for the preliminary investigation of reportable hit-and-run collisions on public and private property. The CIU shall be utilized in hit-and-run collisions involving serious injury, or when required follow-up is needed outside Snohomish County.

8. If an emergency vehicle belonging to a public agency is involved in a collision, the driver will not be cited for an infraction. Appropriate reports, statements and information regarding the collision shall be forwarded to the driver’s agency for an internal review, and, if appropriate, to the Snohomish County Prosecutor’s Office for the review of possible criminal charges. Any disciplinary action will be the responsibility of the driver’s agency.
Vehicle Procedures SOP.pdf
SNOHOMISH COUNTY SHERIFF'S OFFICE

The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

RECORDS
STOLEN / IMPOUND VEHICLE PROCEDURES
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Snohomish County Sheriff’s Office

VEHICLE PROCEDURES

I. PURPOSE
To process the incoming stolen and impounded vehicle reports received from the reporting officer, to enter them into WACIC/NCIC upon receipt, as specified in the WACIC Manual.

II. GENERAL
Deputies will transmit from their MDC to SOENTRY via MOBILE CHAT, the DOL registration and advise that a stolen vehicle report was received. The message will include the case number and phone numbers to contact the registered owner. Message should state ‘No License Plates’ if they are not on vehicle at the time of vehicle reported stolen. The message will be immediately retrieved by a Records employee from SOENTRY and a MOBILE message will be sent to the deputy’s MDC advising the request for a stolen vehicle entry has been received. The vehicle will be immediately entered into WACIC/NCIC. The deputy will fax the vehicle report/stolen license plate report to the Records Unit immediately upon return to the precinct. Upon receipt of the faxed vehicle report, the information will be verified with the SOENTRY message and entry into LERMS will be made. All recovered stolen vehicles will be cleared by Records upon notification by a MOBILE CHAT message, incident report, or teletype message. It is the responsibility of Records to verify the accuracy of these entries (See WACIC Manual). The Records Unit enters all stolen/recovered/impounded vehicle reports into LERMS and WACIC/NCIC. If the deputy does not have a working MDC in his/her vehicle and does not have immediate access to a fax machine, a phone call to Records or a completed worksheet by SNOPAC will be accepted.

III. PROCEDURE
A. STOLEN VEHICLES
1. Our first notification of a stolen vehicle will primarily be by the receipt of a MOBILE CHAT message from the deputy’s MDC to SOENTRY. The message will have the case number, DOL Registration of the stolen vehicle and will include ‘stolen or signed stolen’ and the phone number(s) for contacting the R/O.
   a. If the deputy does not have a working MDC in his/her vehicle and does not have immediate access to a fax machine a phone call to Records or a completed worksheet by SNOPAC will be accepted.
   b. While the deputy is on the phone, run vehicle inquiry by license or VIN number and verify the information with the deputy.
   c. Bring incident history of NEW WORLD call and print, to retain with registration. Proceed to step 2.
   d. When the FIRST notification arrives, regardless of whether it is by a SNOPAC work sheet, phone call from deputy or SNOPAC, faxed report, faxed request of any kind, MOBILE CHAT message, original report, etc.: the entry/clear of the
stolen/recovered vehicle, locate message, recovery message and owner notification needs to be done immediately.

2. Immediately upon receipt of message to SOENTRY, send the deputy a MOBILE CHAT message advising him/her that the request for stolen vehicle lic/ (state license no.) or VIN/(state VIN number if no license plate no.) and case number has been received and will be entered as stolen.

   a. Run the WACIC/NCIC/DOL checks and print one copy of each.
   b. Enter the vehicle/ or license plate(s) as stolen into WACIC/NCIC.
      1. Miscellaneous Field/Ver 425 388 3523
      2. Print the ‘enter record’
   c. Attach all print-outs including the WACIC/NCIC ‘entry record to the MOBILE CHAT printout.
   d. Place the MOBILE CHAT printout with the enter record attached in folder ‘Pending Fax Vehicle Theft Reports’ waiting for the faxed report at Vehicle Desk.

3. The deputy will fax the report to Records upon his/her return to the precinct. Upon receipt of the faxed vehicle theft report, complete as follows:

   a. Locate the MOBILE CHAT message and printouts from the folder “Pending Fax Vehicle Theft Reports”.
   b. Date/Time Stamp the report.
   c. Confirm if the vehicle has been entered in WACIC/NCIC. Verify that all information is entered correctly; the VIN number has been included in the WACIC/NCIC entry. (Stolen vehicles entered without VIN numbers are automatically purged after 90 days).
   d. If the vehicle is not entered in WACIC/NCIC immediately enter the stolen vehicle into WACIC/NCIC.
   e. Examine the report and determine that it contains enough information for entry and confirm that the victim or the deputy has signed it. (If the report we have is partial or incomplete, see G)
   f. Enter the case report in LERMS. Follow the current entry procedures.
   g. Place the report in the Scanning bin, located on the Vehicle desk, for review, then scan into the I: drive.

4. Check file folder ‘Pending fax vehicle theft reports’ and if fax has not been received by the end of the reporting deputy’s shift, contact precinct for locating report.

5. When the original report comes in:

   a. Date/Time stamp the report.
   b. Check LERMS and WACIC/NCIC to be sure report was entered and compare the information on the fax copy with the original to be sure all information is entered in LERMS and enter any additional information.
   c. Scan the original report and all documents by using the Records’ scanner.
   d. Attach the fax copy to the original report in the proper file order and re-file in the power file.
B. RECOVERED VEHICLES

1. OUR STOLEN-OUR VEHICLE RECOVERY.

Notification from our deputies recovering all stolen vehicles will be by receiving a Teletype message from SNOPAC, notification from the deputy, phone call from officer or SNOPAC, fax report, fax request of any kind, MOBILE CHAT message, original report, etc.: the entry/clear of the stolen/recovered vehicle, locate message, recovery message and owner notification needs to be done immediately. Examine the documentation or verbal message to be sure that it includes whether the registered owner (R/O) was notified of the recovery and the disposition of the vehicle. (If the report we have is partial or incomplete, see G).

a. Locate the original stolen report in the power file.

b. Run WACIC/NCIC/DOL inquiries and print one copy of each.

c. Clear the vehicle from WACIC/NCIC.

d. If the license plates are not attached to the vehicle at the time of recovery (both plates on vehicles with 2 license plates, or if only 1 plate is on vehicle and other license plate is not being used):

   (1) Enter the plates as stolen. Note: the OCA should remain the original case number.

   (2) Add the stolen license plate to the LERMS entry. Follow the current entry procedures.

e. Contact the R/O unless the teletype or incident report indicates that the deputy has already done this. If in doubt call the R/O to advise them of the disposition of their vehicle. Document the time, date, your personnel number, and name of person you spoke with on the Recovery Checklist. If you are unable to contact the R/O, document all attempts made on a Recovery Checklist form, leaving a message on a phone does not qualify as a contact. Pass this duty on to the next shift. If the R/O has not been notified of the recovery by the end of the next shift (shift after the one that the teletype/notification came in on), complete and mail a vehicle letter to the R/O. Follow vehicle letter PC instructions. (See instructions at s/records/vehicle/letters/instrltr, and make sure to send letter to any addresses on the report, as well as the address DOL provides, if it is different)

f. Enter the recovery information in LERMS. Follow the current entry procedures.

g. If the vehicle was impounded, enter the impound in WACIC per impound entry instructions.

h. Place the report in the Scanning bin, located on the Vehicle desk, for review, then scan into the I: drive.

When the original report comes in:

a. Date/Time stamp the report.

b. Check LERMS and WACIC/NCIC to be sure report was entered and compare the information on the fax copy with the original to be sure all information is entered in LERMS and enter any additional information.
c. Scan the original report and all documents by using the Records’ scanner.
d. Attach the fax copy to the original report in the proper file order and re-file in the power file.

2. OTHER JURISDICTION RECOVERYS OUR STOLEN VEHICLE

Notifications of these types of recoveries start with a teletype, locate message, telephone confirmation from the other agency, notification from the deputy, SNOPAC work sheet, phone call from deputies or SNOPAC, fax report, fax request of any kind, MOBILE CHAT Message, original report, etc.: the clear of the stolen/recovered vehicle, and owner notification needs to be done immediately. Examine the documentation or verbal message to be sure that it includes whether the registered owner (R/O) was notified of the recovery and the disposition of the vehicle. (If the report we have is partial or incomplete, see E).

a) Upon receiving the confirmation request by telephone:
   (1) Find the stolen vehicle incident report.
   (2) Verbally confirm the license, year, make and model to verify that it is the same vehicle.
   (3) Inform the recovering agency the R/O’s name and all telephone numbers listed on the report. Advise whether R/O wishes the vehicle be impounded or not (if available).
   (4) Request a Teletype recovery message be sent to our agency. Indicating current status of the vehicle (i.e. Impounded, released to owner, left at scene) and whether the R/O has been notified of the recovery.

b) Upon receipt of a confirmation request by teletype:
   (1) Check the teletype for the level of urgency required for the response.
   (2) Find the stolen vehicle incident report.
   (3) Compare the vehicle information on the teletype to the information in the report to verify that it is the same vehicle.
   (4) Respond by teletype using the YR response.
   (5) Attach a copy of the teletypes to the front of the report and set it aside to wait for the locate and recovery message.
   (6) If a recovery message is not received in 30 minutes, send an administrative teletype request to the other agency requesting a recovery message.

c) Upon receipt of a locate message, attach it to the front of the report and set it aside to await the recovery message. If recovery message is not received within 30 minutes, send an administrative teletype to the originating agency requesting one.

d) Upon receipt of a teletype recovery message:
Find the stolen vehicle incident report.

Run the WACIC/NCIC/DOL inquiries and print one copy of each.

e) Records will clear stolen vehicle from WACIC/NCIC. If the license plates are not attached to the vehicle at the time of recovery (both plates on vehicles with 2 license plates or if only 1 plate on vehicle and other plate is not being used):

(1) Records will enter the plates as stolen. Note: the OCA should remain the original case number.

(2) Add the stolen license plate to the LERMS entry. Follow the current entry procedures.

f) Notify the R/O if the recovery message does not indicate that the recovering agency has already done this. Document the time, date, your personnel number, and name of person you spoke with. If you are unable to contact the R/O, document all attempts made on the Recovery Checklist, leaving a message on a phone does not qualify as a contact. If the R/O has not been notified of the recovery by the end of the next shift (shift after the one that the teletype/notification came in on), complete and mail a vehicle letter to the R/O.

g) Enter the recovery information in LERMS following the current entry procedures.

h) If not enough information was received from the recovering agency; send a request for additional information using an Administrative Teletype Message.

i) Attach a copy of the recovery teletype, the locate, and the WACIC/NCIC/DOL returns to our stolen report and place the incident report in the scanning bin, located at the Vehicle desk, for review, then scan into the I: drive.

3. OUR RECOVERY OF ANOTHER AGENCIES STOLEN VEHICLE

Notification of our agency recovering another agency’s stolen vehicle will be received by: MOBILE CHAT message from deputy to SOENTRY, by teletype, SNOPAC work sheet, phone call from deputy or SNOPAC, fax report, fax request of any kind, original report.

a) Run the WACIC/NCIC/DOL inquiries and print one copy of each.

b) Send a message back to the deputy acknowledging receipt.

c) Check to see if SNOPAC located the stolen entry in WACIC. If we did not receive a recovery message from SNOPAC and the other agency’s entry has not been located, locate the record and send a recovery teletype with a copy to SNOPAC. Attach a copy of the recovery teletype to the report.

d) Contact the R/O unless the teletype or report indicates that the deputy has already done this. If in doubt, call the R/O to advise them of the disposition of their vehicle. Document the time, date, your personnel number, and name of person you spoke with. If you are unable to contact the R/O, document all attempts made on the Recovery Checklist, leaving a
message on a phone does not qualify as a contact. Pass this duty on to the next shift. If the R/O has not been notified of the recovery by the end of the next shift (shift after the one that the teletype/notification came in on), complete and mail a vehicle letter to the R/O. Follow vehicle letter PC instructions. (See instructions at S:/Technical Services/Records/Forms/ Vehicle/ Letters, and make sure to send letter to any addresses on the incident report, as well as the address DOL provides, if different)

(1) If we do not have enough information, contact the originating agency and request the R/O’s phone number and address. Document all attempts to contact the R/O on the Recovery Checklist (i.e., phone number called, time called, result of call, your personnel number, etc). If the R/O has not been notified of the recovery by the end of the next shift (shift after the one that the teletype/notification came in on), complete and mail a vehicle letter to the R/O.

e) If the vehicle was impounded, enter the impound in WACIC per impound entry instructions.

f) Enter the case report in LERMS. Follow the current entry procedures.

g) Scan all documents into the I: drive and file into the power file.

4. When the original incident report comes in:

a. Date/Time stamp the report.
b. Check LERMS and WACIC/NCIC to be sure report was entered and compare the information on the fax copy with the original to be sure all information is entered in LERMS and enter any additional information.
c. Scan the original report and all documents into the I: drive.
d. Attach the fax copy to the original report in the proper file order and re-file in the power file.

C. STOLEN LICENSE PLATES

1. License plates can only be entered into WACIC/NCIC if both plates (on vehicles with two license plates) are stolen or if the remaining plate will not be used (see WACIC manual 8V.22). If the deputy is unable to verify what was done with the second plate, the plates will be entered in LERMS only as lost property. (If the report we have is partial or incomplete, see E). Records will enter stolen license plates into WACIC/NCIC upon receipt of a MOBILE CHAT message from the deputy’s MDC to SOENTRY. The message will have the case number, DOL registration of the license plates and will include theft of one or two license plates. If only one plate (on a two license plate vehicle) is stolen and it states the other license plate is not being used, the license plate can be entered into WACIC.

a) When the FIRST notification arrives, regardless of whether it is by a SNOPAC Work Sheet, phone call from officer or SNOPAC, fax report, fax request of any kind, MOBILE CHAT Message, Original Report, etc.: the entry of the stolen license plate(s) needs to be done immediately.
2. Immediately upon receipt of message to SOENTRY, send the deputy a MOBILE CHAT message advising him/her that the request for stolen license plate lic/ (state license no.) and case number has been received and will be entered as stolen.
   a) Run the WACIC/NCIC/DOL inquiries and print one copy of each.
   b) Records will enter the stolen license plate(s) into WACIC/NCIC. License plates that are recovered before reported stolen do not need to be entered into WACIC/NCIC.
   c) Print the WACIC/NCIC entry record, attach with all messages and printouts.

3. Place in file folder ‘pending fax stolen vehicle license plate Reports’.
   a) Check file folder ‘pending fax vehicle theft reports’ and if fax has not been received by the end of the reporting deputy’s shift, contact precinct for locating report.
   b) OCA should be year, dash, case number (no leading zeros or “so”). Ex: 10-1234.

4. Upon receipt of the faxed stolen license plate(s) report.
   a) Date/Time stamp and enter the case report into LERMS. Follow the current entry procedures.
   b) File the fax copy of the report in the power file.
   c) Remove NEWWORLD printout from pending folder.
   d) Scan all documents by using the Record’s scanner.
   e) File into power file.

5. When the original report comes in:
   a) Date/Time Stamp the report
   b) Check LERMS and WACIC/NCIC to be sure report was entered and the R/O was notified. Also compare the information on the fax copy with the original to be sure all information is entered in LERMS and enter any additional information.
   c) Scan all documents into the I: drive
   d) Attach the fax copy to the original report and file the report in the power file.

D. RECOVEREY OF STOLEN LICENSE PLATES
1. We will be notified of the recovery of our stolen license plates by teletype on out of jurisdiction recoveries and by a MOBILE CHAT message or fax when our agency recovers our stolen plates or by a SNOPAC work sheet, phone call from deputy or SNOPAC, fax report, fax request of any kind, original report, etc.: the clearing of the recovered license plates from WACIC/LERMS needs to be done immediately. Notification of R/O is not necessary. If the recovered plates were booked as evidence at our evidence unit a letter will be sent by evidence to the registered
owner/legal owner. If the plates were recovered by another agency, forward the teletype notification or the other agency’s report to SNOCAT.

a) Locate the stolen vehicle incident report.
b) Run the WACIC/NCIC/DOL inquiries and print one copy of each.
c) Clear the license plates from WACIC/NCIC/LERMS.
d) Enter the recovery information in LERMS. Follow the current entry procedures.
e) If the recovery was ours:

   (1) Scan all documents into the I: drive and file report into the power file.

   (2) When the original report comes in:
       (a) Scan all documents into the I: drive.
       (b) Attach the fax copy and the recovery report to the original stolen report and file in the power file.

2. If the recovery is another agency:

   a) Scan all documents into the I: drive.
   b) Attach the teletypes to the original stolen report and file in the power file.

E. PARTIAL OR INCOMPLETE REPORTS

1. Occasionally reports have to be left on the "Vehicle Desk" for several shifts or even days before they can be safely and accurately entered and filed. This is usually due to the following reasons:

   a) An R/O has not been notified of the recovery of their vehicle
   b) It needs a signed stolen/recovery/impound report from an officer

2. Documenting and processing partial or incomplete reports (Note: in all 3 below cases when a report must be passed on it needs an accompanying follow up sheet detailing exactly what has been done, and, if possible, what still remains to be done. This step will be double checked and signed off by the Shift Lead of the LET who has written the follow up)

   a) If an R/O needs to be notified:

      (1) Try all current phone numbers in LERMS beginning with the most current ones listed on the theft/recovery report or SNOPAC sheet. If you make contact, note it.
      (2) Scan all documents into the I: drive.
      (3) File with fax report into power file.
      (4) If not able to get through via phone or you can only leave a message, send a recovery letter. A recovery letter can be sent immediately after all good faith efforts have been used to notify in person. (See instructions at s/records/vehicle/letters/instrltr, and make sure to send
letter to any addresses on the report, as well as the address DOL provides, if it is different)

b) If the report needs a Teletype

(1) Call, fax, or Teletype a request for a recovery Teletype to either SNOPAC (if SCSO is the recovering agency) or the other agency that recovered the vehicle.

(2) You can teletype an administrative memo.

c) If a signed stolen/recovery/impound report is missing from the paperwork on the vehicle desk

(1) You may ask the deputy for the report via a MOBILE CHAT message

(2) After three days, turn the missing report over to a Lead, who will then contact the administrative Sergeant of the precinct where the report was taken.

F. Miscellaneous vehicle procedures

1. Private property impounds - see private impound procedures.

2. Repossessed vehicles - see repossessed vehicle procedures.

3. NCIC Vehicle Audit - see NCIC/WACIC Validation procedures.

Paine Field Detail (148_0).pdf
The following instruction shall be a STANDARD OPERATING PROCEDURE of the Snohomish County Sheriff's Office and supersedes all previous information relating to:

**PAINE FIELD AIRPORT DETAIL**
PAINE FIELD AIRPORT DETAIL

1. ORGANIZATION AND STRUCTURE

The Snohomish County Paine Field Airport is operated by Snohomish County government. The airport serves both commercial and private aircraft. Airport deputies are provided by contract between the Snohomish County Paine Field Airport and the Snohomish County Sheriff’s Office. Airport duties are unique to other Sheriff’s Office duties due to the nature of air operations and specialized training and knowledge in patrolling and enforcing laws on a commercial airport. Areas of responsibility include both the air side (Air Operations Area), and the land side. Additional responsibility includes fixed based operators (FBOs); public and private businesses and residential areas around the airport.

The Snohomish County Paine Field Airport Detail is generally a uniformed position assigned to the Special Operations Division.

Snohomish County Paine Field Airport deputies are supervised by the Community Transit Unit sergeant. From hereon known as the airport sergeant.

2. AIRPORT SERGEANT’S RESPONSIBILITIES

Sergeant’s responsibilities shall include, but not limited to, the following:
1. Liaison between The Sheriff’s Office and the Airport Public Safety Director (Fire Chief) and the Airport Administration.
2. Response to all major incident and crash scenes on airport property as needed.
3. Communicates pertinent information to airport deputies as needed.
4. Calling out airport deputies as needed.
5. Ensuring adequate staffing to meet contractual compliance.
6. Ensuring airport administration and SCSO chain of command are notified regarding all major incidents or minor incidents that will generate news coverage or citizen complaints.
7. Ensuring the SCSO Public Information Officer is notified, when appropriate.
8. Reviewing and approving reports and cases submitted by airport deputies.
9. Ensuring all equipment and office needs are met.
10. Ensuring that the Sheriff’s Office interests and needs are communicated to airport administration.
11. Ensuring that airport interests and needs are communicated to appropriate SCSO staff as necessary and works with airport personnel to accommodate requests and desires as appropriate.
12. Forwards weekly and monthly airport statistics to the airport fire chief.
13. Ensures proper training of airport deputies is maintained.
14. Prepares evaluations on the performance of subordinates
15. Performs other duties as assigned.
16. Ensures proper incident notifications to airport and SCSO chains of command as needed.

3. AIRPORT DEPUTY’S RESPONSIBILITIES

3.1 The primary responsibilities of the Snohomish County Paine Field Airport deputies are security of the airport and primary incident response in and around the Snohomish County Paine Field Airport when on duty and available. Airport deputies may also be called out on major incidents occurring on airport property at the discretion of the airport sergeant. Additionally, airport deputies shall enforce laws and ordinances pertaining to the airport as well as local and state laws.

3.2 Snohomish County Paine Field Airport deputies shall report directly to the airport sergeant.

3.3 Deputy responsibilities shall include, but not limited to, the following:

- Patrolling and security of airport perimeter, buildings, planes and property.
- Liaison between The Sheriff’s Office and the Airport Public Safety Director (Fire Chief) and the Airport Administration.
- Respond to and investigate incidents as dispatched or advised of.
- Enforcement of traffic laws and assist in traffic control as necessary.
- Ensuring the Airport and SCSO sergeant is notified regarding all major incidents or minor incidents that will likely generate news coverage or citizen complaints. If the sergeant cannot be contacted during a major incident, the deputy shall contact the Special Operations Lieutenant and up the chain of command until a supervisor is notified.
- Ensuring the SCSO Public Information Officer is notified, when appropriate, when the airport sergeant is unavailable.
- Compiles and maintains statistics as assigned.
- Ensures required training and certification is maintained.
- Works with local, state and federal agencies as required in the performance of the deputy’s duties.
- Performs public relations with fixed based operators, businesses and the general public using airport facilities.
- Provides training and talks to fixed based operators, businesses, general public and SCSO personnel as requested.
- Works with airport personnel on assigned projects, including but not limited to, fire department, maintenance department, operations and administration as approved by sergeant.
- Keeps the sergeant apprised of projects and events of importance.
- Works with DOC and U.S. Marshals and assists with security on air prisoner transport details.
- Assists with air shows and other events as approved by the sergeant
- Assists and acts as a Liaison on dignitary protection details involving the airport.
- Due to positive public relations, deputies working at the airport should make personal contact with complainants when reasonable.
- Performs other duties as assigned.
• Airport deputies may back other patrol units off of the airport when reasonable. Airport deputies assisting with major incidents or incidents that will cause the deputy to be away from the airport for an extended period of time will notify their supervisor as soon as practical.

4. TRAINING

Due to the unique responsibilities at a commercial airport, specific training requirements are mandatory while other specific training is advised for airport deputies.

4.1 Mandatory Training
1. Ground Vehicle Training
2. FAA Tower Operations Familiarization Training
3. Fire Operations Familiarization Training
4. CFR-139 Runway Training
5. Aircraft Rescue and Firefighting (ARFF)

4.2 Additional Preferred Training
1. Aircraft Ground School
2. Any other training deemed appropriate by supervisors.

Airport sergeants must at a minimum attend and keep current on Ground Vehicle Training and should attend the other mandatory training required for airport deputies.

5. EQUIPMENT NEEDED FOR THE SNOHOMISH COUNTY PAINE FIELD AIRPORT DETAIL

Due to the specific nature and needs of working at the airport, specific equipment is necessary for airport duties beyond normally issued Sheriff’s Office equipment.

• Binoculars
• Digital Camera
• Ear Protection for Aircraft Noise
• Heavy Duty Gloves
• Cellular Telephone or Blackberry Device
• Sheriff’s Office Pager for Call Outs
• Fire Department Pager for notification of emergency fire calls that may need deputy response.
• Mobile Radio with FAA Paine Field Tower and Ground Frequencies
• Maps and Diagrams of Paine Field
• Gate Clicker
• Vehicle capable of holding all necessary equipment and supplies
• Light bar or lighting device on top of patrol vehicle that flashes yellow lights or strobes for travel inside the Air Operations Area.
6. ASSIGNMENT TO THE SNOHOMISH COUNTY PAINE FIELD AIRPORT DETAIL

As necessary, an eligibility list will be established for the Snohomish County Paine Field Airport Deputy Detail. A commissioned deputy must be off probation at the time of appointment or selection. Qualified candidates will be appointed or chosen through a selection process by the Special Operations Commander or his designee. At a minimum, letters of interest will be requested and an oral board will be required. Posting and testing for open positions shall be in compliance with the SCSO Office Manual and current SCSDA contract agreement.

7. RESPONSIBILITY OF RESPONDING TO AIRCRAFT CRASHES IN OR AROUND PAINE FIELD

7.1 AIRPORT DEPUTY RESPONSIBILITIES

When an aircraft crashes, it will be the responsibility of the Snohomish County Paine Field Airport deputies to respond to the crash scene in a timely manner. Airport deputies will notify their supervisors as soon as practical of the incident and coordinate additional resources with their supervisors as needed.

Due to the specific training of airport deputies, and the nature of incidents at the airport and the need for airport familiarity, upon arrival at the crash scene, airport deputies will contact the incident command post if already set up. If not, the airport deputy shall set up an incident command post. Airport deputies will then work at the incident command post with Fire Command. Airport deputies will be responsible for directing SCSO resources into the scene and providing assignments to incoming SCSO resources. Airport deputies will act as a liaison between fire command, airport operations and other government entities responding to the scene.

If required, airport deputies may set up a separate law enforcement command post next to the fire command post. An airport deputy should only be relieved from incident command if the person relieving the airport deputy has the same training and knowledge as the airport deputy involving the airport and aircraft crashes. In major crashes, the airport deputy will request that the airport sergeant respond as well. The airport sergeant will call out other resources, including but not limited to, special operations supervisors and personnel as needed and authorized.

7.2 Airport Sergeant Responsibilities

The airport sergeant will assist the airport deputy by:
1. Working with other sergeants and/or the watch commander to bring in needed resources, including but not limited to, patrol personnel, other police agency mutual response personnel and off duty personnel as needed.
2. Notifying and requesting special operations supervisors and personnel as needed and authorized.
3. In large incidents where an EOC will be activated, the airport sergeant may respond to the EOC and run Sheriff’s Office Incident Command unless relieved by a special operations supervisor or command staff personnel.

8. RESPONDING TO OTHER MAJOR INCIDENTS AT PAINE FIELD AIRPORT OR ON PAINE FIELD AIRPORT PROPERTY

Other major incidents may include, but are not limited to: specific information that a bomb or explosive device has been or will be placed on or in an aircraft coming into or at Paine Field Airport or placed in a building or facility on Paine Field Airport property. Sabotage and/or hijacking incidents involving aircraft at Paine Field Airport or coming into Paine Field Airport. Accidents or incidents involving hazardous materials/dangerous goods on the airport. Accidents or incidents involving nuclear weapons and/or materials. Incidents that the airport sergeant believes requires airport deputy response.

8.1 AIRPORT DEPUTY RESPONSIBILITIES

When a major incident occurs at the airport or on airport property, it will be the responsibility of the Snohomish County Paine Field Airport deputies to respond to the incident in a timely manner. Airport deputies will notify their supervisors as soon as practical of the incident and coordinate additional resources with their supervisors as needed.

Due to the specific training of airport deputies, and the nature of incidents at the airport and the need for airport familiarity, upon arrival at the incident, airport deputies will contact the incident command post if already set up. If not, the airport deputy shall set up an incident command post if needed. Airport deputies will then work at the incident command post with Fire Command. Airport deputies will be responsible for directing SCSO resources into the scene and providing assignments to incoming SCSO resources. Airport deputies will act as a liaison between fire command, airport operations and other government entities responding to the scene.

If required, airport deputies may set up a separate law enforcement command post next to the fire command post. An airport deputy should only be relieved from incident command if the person relieving the airport deputy has the same training and knowledge as the airport deputy involving the airport and airport incidents. In major incidents, the airport deputy may request that the airport sergeant respond as well. The airport sergeant will call out other resources, including but not limited to, special operations supervisors and personnel as needed and authorized.
If SWAT or other special operations units are called to the scene, airport deputies will work jointly with the unit operations or incident command to assist with maps, keys, and/or airport information as needed. Airport deputies will also work as a liaison between these units and airport fire, operations and administration.

8.2 AIRPORT SERGEANT RESPONSIBILITIES

The airport sergeant will assist the airport deputy by:

1. Working with other sergeants and/or the watch commander to bring in needed resources, including but not limited to, patrol personnel, other police agency mutual response personnel and off duty personnel as needed.
2. Notifying and requesting special operations supervisors and personnel as needed and authorized.
3. In large incidents where an EOC will be activated, the airport sergeant may respond to the EOC and run Sheriff’s Office Incident Command unless relieved by a special operations supervisor or command staff personnel.
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